DEFENSE CONTRACT MANAGEMENT AGENCY

DCMA

ACQUISITION INSIGHT GLOBAL ENGAGEMENT

Lost, Theft, Damaged and Destroyed (LTDD) 3.0 Reports

November 2011

ITCSO Training Academy

TEACH IT • LEARN IT • USE IT

Course Topics

Note: Links will *only* work in PowerPoint's slide show view.

Module One	LTDD 3.0 Reports
Lesson One	**Accessing LTDD 3.0 Reports**
Topic One	Accessing LTDD 3.0 Reports
Topic Two	Report Formats
Lesson Two	**Running LTDD 3.0 Reports**
Topic One	Running a Report
Topic Two	Viewing a Report

Module Two	LTDD 3.0 Ad Hoc Reports
Lesson One	**Ad Hoc Reports Overview**
Topic One	Ad Hoc Reports Overview
Topic Two	Launch a New Query
Topic Three	Ad Hoc Report Components
Lesson Two	**Using LTDD 3.0 Ad Hoc Reports**
Topic One	Inserting Data
Topic Two	Editing Data
Topic Three	Changing Layout
Topic Four	Running a Report
Topic Five	Saving a Report

Course Topics

Course Topics

Course Topics (continued)

Note: Links will *only* work in PowerPoint's slide show view.

Module Three	LTDD 3.0 Cubes				
Lesson One	**Cube Overview**	**Lesson Two**	**Choosing and Limiting Data**	**Lesson Three**	**Advanced Analysis Tools**
Topic One	Accessing LTDD 3.0 Cubes	Topic One	Choosing Data	Topic One	Drill Down and Drill Up
Topic Two	Analysis Studio Interface	Topic Two	Context Filter	Topic Two	Nesting
Topic Three	Source Tree	Topic Three	Exclude Items	Topic Three	Swap Rows and Columns
Topic Four	Overview Area	Topic Four	Top or Bottom Values	Topic Four	Charts
Topic Five	Work Area	Topic Five	Suppress Zeros	Topic Five	View Output
Topic Six	Toolbar				

Module One Objectives

At the end of this module you will be able to:

- Access LTDD 3.0 reports
- Select different filters in the reports
- Run the reports
- View the reports

Module One Lessons

Lesson One	Accessing LTDD 3.0 Reports
Lesson Two	Running LTDD 3.0 Reports

Lesson One Topics

Lesson One Topics

Topic One	Accessing Reports
Topic Two	Report Formats

Topic One – Accessing Reports

How to Access LTDD 3.0 Reports

Once you have logged into eTools, the Reports portal can be accessed by selecting the Reports link on the top-navigation menu.

Locating LTDD 3.0 Reports on Reports Portal (Graphic 1.1.1.1)	
1.	*Log into* the **eTools Portal**.
2.	*Click* **Reports** on the top-navigation menu. •Reports portal page appears
3.	*Click* the **Lost, Theft, Damaged and Destroyed 3.0** icon. •The Report List for Lost, Theft, Damaged and Destroyed (LTDD) 3.0 appears (Graphic 1.1.1.2)

DCMA eTOOLS
HELP | FEEDBACK | EXIT
The future of eTools is here!
Welcome to EITS
Web Access Manager
ST Applications | ST Reports
EITS | Training | Wiki | ATAAPS | DTS | Portal
Acquisition Planning Support Services 1.0
Facilitate teaming between DCMA / buying activities early in the acquisition process.
Agency Level Performance Commitments (ALPC) 1.0
Provides the data relating to Agency Level Performance Commitments which influence the performance commitments in Metrics Manager.
Annual Fraud Awareness Training Administration 1.0
Identify fraud indicators to encourage the reporting of suspected fraud and advise employees to whom suspected fraud should be reported.
AT Level One Training Administration 1.1
Allows DoD employees, contractors, and military personnel to successfully complete their annual Antiterrorism Level One Awareness Training.
ATAAPS Training Administration 1.0
Time and attendance system training for timekeepers and certifiers.
Audit Issue Tracking (AIT) 1.0
The Audit Issue Tracking tool provides capability to track cost recovery data for CAS Audits.
Aviation Program Maintenance and Operations (APMO) 1.5
This eTool manages the ground operations and surveillance workload within the Aircraft Operations Division.
Canceling Funds (xFunds) 2.0
Monitoring and reporting status of funds as being "at risk" of canceling.
Commander's Vulnerability Assessment Response Database (CVARD) 1.0
The secure environment for Commanders and Antiterrorism Officers to collaborate on VA risk management and mitigation strategies at the FOUO level
Computer Security Awareness Training (CSAT) 1.0
Annual Computer Security Awareness Training Program.
Lost, Theft, Damaged and Destroyed (LTDD) 3.0
Enables users to enter all instances of LTDD, including Government Property, under the Ground and Flight Risk clauses (excluding inventory adjustments).
Continuous Process Improvement Training Administration (CPI) 1.0
Fundamental course of Lean, Six Sigma and Theory of Constraints on the structure of Continuous Process Improvement (CPI) in DCMA and DMAIC methodology.

Graphic 1.1.1.1: Accessing eTools Reports

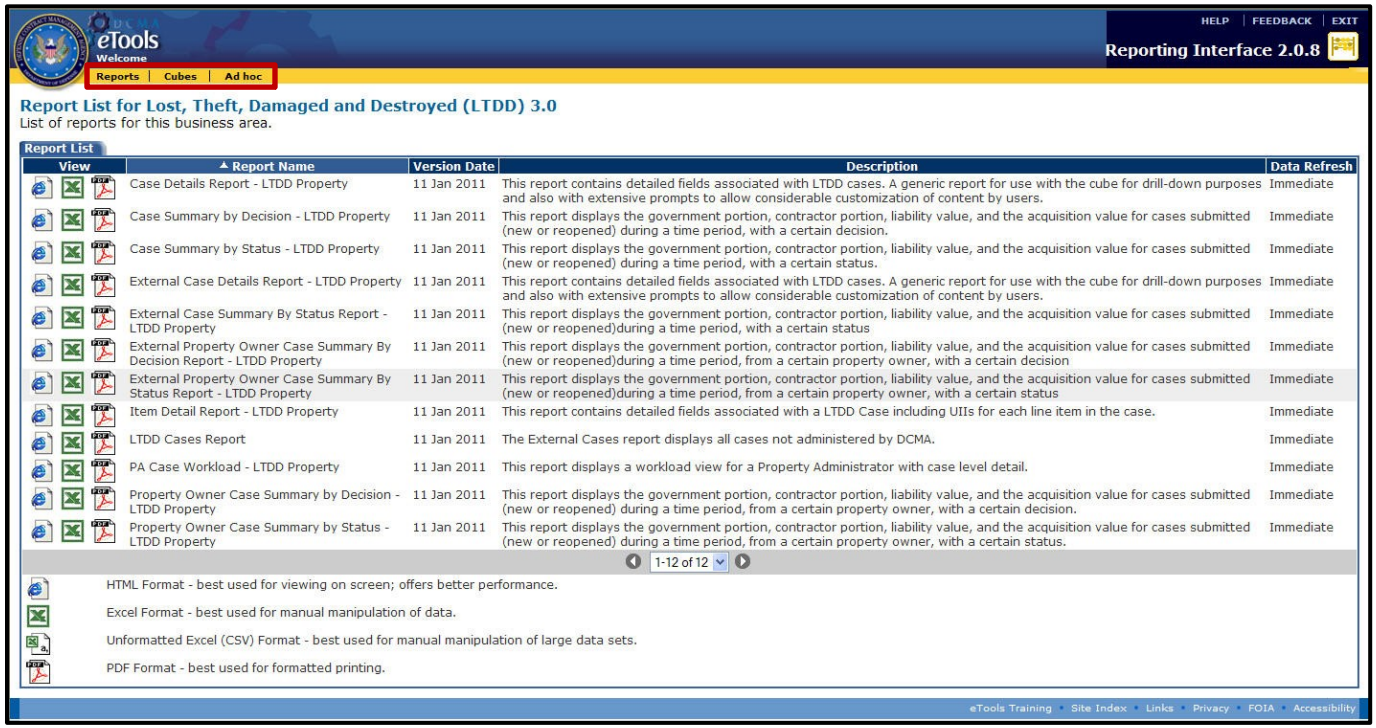
Topic One – Accessing Reports

How to Access LTDD 3.0 Reports (continued)

If reports are available, the Report List Lost, Theft, Damaged and Destroyed 3.0 displays by default.

The top-navigation menu displays links for **Reports**, **Cubes** and **Ad hoc**.

If the Report List does not display by default, simply click the top-navigation **Reports** link.


eTools
Welcome
Reports | Cubes | Ad hoc
HELP | FEEDBACK | EXIT
Reporting Interface 2.0.8
Report List for Lost, Theft, Damaged and Destroyed (LTDD) 3.0
List of reports for this business area.
Report List
View | Report Name | Version Date | Description | Data Refresh
Case Details Report - LTDD Property | 11 Jan 2011 | This report contains detailed fields associated with LTDD cases. A generic report for use with the cube for drill-down purposes and also with extensive prompts to allow considerable customization of content by users. | Immediate
Case Summary by Decision - LTDD Property | 11 Jan 2011 | This report displays the government portion, contractor portion, liability value, and the acquisition value for cases submitted (new or reopened) during a time period, with a certain decision. | Immediate
Case Summary by Status - LTDD Property | 11 Jan 2011 | This report displays the government portion, contractor portion, liability value, and the acquisition value for cases submitted (new or reopened) during a time period, with a certain status. | Immediate
External Case Details Report - LTDD Property | 11 Jan 2011 | This report contains detailed fields associated with LTDD cases. A generic report for use with the cube for drill-down purposes and also with extensive prompts to allow considerable customization of content by users. | Immediate
External Case Summary By Status Report - LTDD Property | 11 Jan 2011 | This report displays the government portion, contractor portion, liability value, and the acquisition value for cases submitted (new or reopened)during a time period, with a certain status | Immediate
External Property Owner Case Summary By Decision Report - LTDD Property | 11 Jan 2011 | This report displays the government portion, contractor portion, liability value, and the acquisition value for cases submitted (new or reopened)during a time period, from a certain property owner, with a certain decision | Immediate
External Property Owner Case Summary By Status Report - LTDD Property | 11 Jan 2011 | This report displays the government portion, contractor portion, liability value, and the acquisition value for cases submitted (new or reopened)during a time period, from a certain property owner, with a certain status | Immediate
Item Detail Report - LTDD Property | 11 Jan 2011 | This report contains detailed fields associated with a LTDD Case including UIIs for each line item in the case. | Immediate
LTDD Cases Report | 11 Jan 2011 | The External Cases report displays all cases not administered by DCMA. | Immediate
PA Case Workload - LTDD Property | 11 Jan 2011 | This report displays a workload view for a Property Administrator with case level detail. | Immediate
Property Owner Case Summary by Decision - LTDD Property | 11 Jan 2011 | This report displays the government portion, contractor portion, liability value, and the acquisition value for cases submitted (new or reopened) during a time period, from a certain property owner, with a certain decision. | Immediate
Property Owner Case Summary by Status - LTDD Property | 11 Jan 2011 | This report displays the government portion, contractor portion, liability value, and the acquisition value for cases submitted (new or reopened) during a time period, from a certain property owner, with a certain status. | Immediate
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HTML Format - best used for viewing on screen; offers better performance.
Excel Format - best used for manual manipulation of data.
Unformatted Excel (CSV) Format - best used for manual manipulation of large data sets.
PDF Format - best used for formatted printing.
eTools Training | Site Index | Links | Privacy | FOIA | Accessibility

Graphic 1.1.1.2: Report List View

Topic Two – Report Formats

LTDD 3.0 Report Formats

The file formats used to display reports are defined at the bottom of the Report List page for each application. If an icon does not display next to a report name, that format is not available for that report.

To see data in a specific report format, click the icon for the type of file you need. Once you select the filters for the report and click the Finish button, the data selected will display in the type of file that you selected.

HTML	•Report prompts page displays in a new webpage •When you choose to run the report, the results display in a webpage
Excel	•Report prompts page displays in a new webpage •When you choose to run the report, the results display in Excel •Excel's Save As option will save the file as a comma separated value (CSV) format
CSV	•Unformatted Excel (CSV) Format - best used for manual manipulation of large data sets •Not an option for Contract Receipt and Review 3.0
PDF	•Report prompts page displays in a new webpage •When you choose to run the report, the results display in Adobe Acrobat (.pdf) format

Lesson Two Topics

Lesson Two Topics

Topic One	Running a Report
Topic Two	Viewing a Report

Topic One – Running a Report

Reports and Descriptions

The table below lists two of the available LTDD 3.0 reports and provides a description for each.

Case Detail Report – LTDD Property
• This report contains detailed fields associated with LTDD cases. A generic report for use with the cube for drill-down purposes and also with extensive prompts to allow considerable customization of content by users.

Case Summary by Decision - LTDD Property
• This report displays the government portion, contractor portion, liability value, and the acquisition value for cases submitted (new or reopened) during a time period, with a certain decision.

Topic One – Running a Report

Reports and Descriptions

The table below lists two of the available LTDD 3.0 reports and provides a description for each.

Case Summary by Status - LTDD Property
• This report displays the government portion, contractor portion, liability value, and the acquisition value for cases submitted (new or reopened) during a time period, with a certain status.

External Case Details Report - LTDD Property
• This report contains detailed fields associated with LTDD cases. A generic report for use with the cube for drill-down purposes and also with extensive prompts to allow considerable customization of content by users.

Topic One – Running a Report

Reports and Descriptions

The table below lists two of the available LTDD 3.0 reports and provides a description for each.

External Case Summary By Status Report - LTDD Property
• This report displays the government portion, contractor portion, liability value, and the acquisition value for cases submitted(new or reopened)during a time period, with a certain status

External Property Owner Case Summary By Decision Report - LTDD Property
• This report displays the government portion, contractor portion, liability value, and the acquisition value for cases submitted(new or reopened)during a time period, from a certain property owner, with a certain decision

Topic One – Running a Report

Reports and Descriptions

The table below lists two of the available LTDD 3.0 reports and provides a description for each.

External Property Owner Case Summary By Status Report - LTDD Property
• This report displays the government portion, contractor portion, liability value, and the acquisition value for cases submitted (new or reopened) during a time period, from a certain property owner, with a certain status

Item Detail Report - LTDD Property
• This report contains detailed fields associated with a LTDD Case including UIIs for each line item in the case.

Topic One – Running a Report

Reports and Descriptions

The table below lists two of the available LTDD 3.0 reports and provides a description for each.

LTDD Cases Report
• The External Cases report displays all cases not administered by DCMA.
PA Case Workload - LTDD Property
• This report displays a workload view for a Property Administrator with case level detail.

Topic One – Running a Report

Reports and Descriptions

The table below lists two of the available LTDD 3.0 reports and provides a description for each.

Property Owner Case Summary by Decision - LTDD Property
• This report displays the government portion, contractor portion, liability value, and the acquisition value for cases submitted (new or reopened) during a time period, from a certain property owner, with a certain decision.

Property Owner Case Summary by Status - LTDD Property
• This report displays the government portion, contractor portion, liability value, and the acquisition value for cases submitted (new or reopened) during a time period, from a certain property owner, with a certain status.

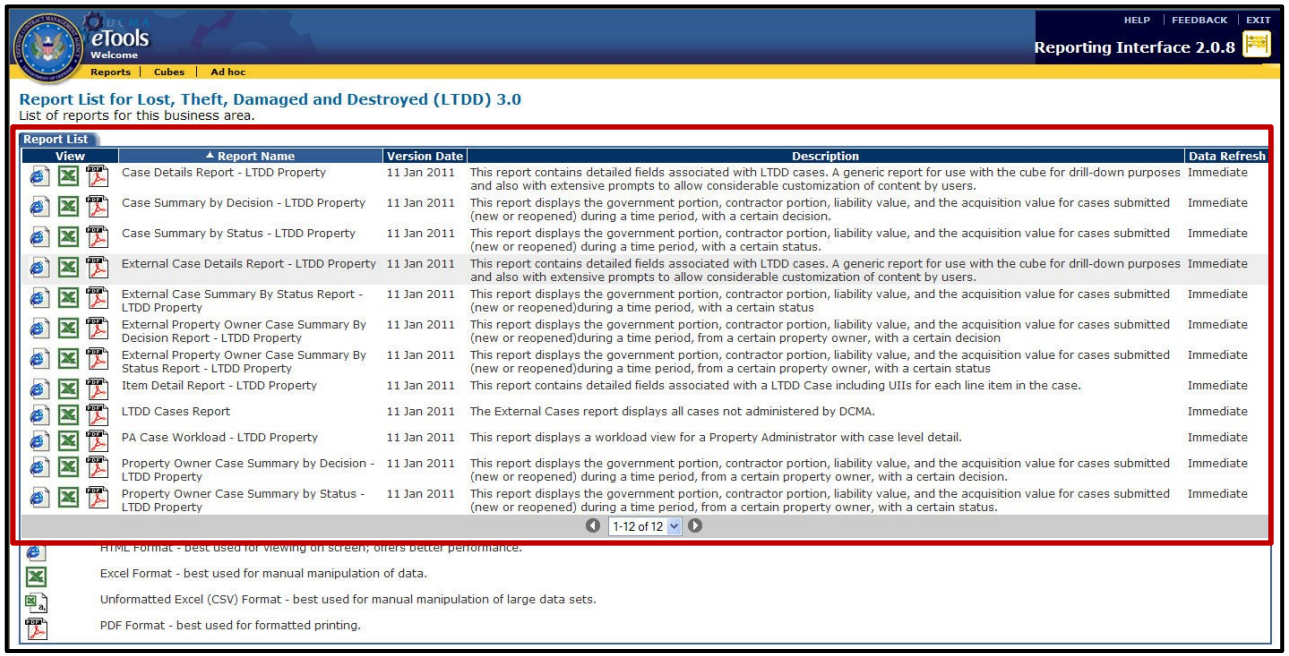
Topic One – Running a Report

Running a Report

Graphic 1.2.1.1 shows the predefined reports for LTDD 3.0. Follow the directions below to view a report.

Running a Report (Graphic 1.2.1.1)	
1.	*Click* the desired **View** icon next to the report. •The Report Filter page appears (Graphic 1.2.1.2)

Note: As seen in Graphic 1.2.1.1, Reports for LTDD 3.0 are available in HTML, Excel, and PDF formats.


eTools
Welcome
HELP | FEEDBACK | EXIT
Reporting Interface 2.0.8
Reports | Cubes | Ad hoc
Report List for Lost, Theft, Damaged and Destroyed (LTDD) 3.0
List of reports for this business area.
Report List
View | Report Name | Version Date | Description | Data Refresh
Case Details Report - LTDD Property | 11 Jan 2011 | This report contains detailed fields associated with LTDD cases. A generic report for use with the cube for drill-down purposes and also with extensive prompts to allow considerable customization of content by users. | Immediate
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Property Owner Case Summary by Status - LTDD Property | 11 Jan 2011 | This report displays the government portion, contractor portion, liability value, and the acquisition value for cases submitted (new or reopened) during a time period, from a certain property owner, with a certain status. | Immediate
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HTML Format - best used for viewing on screen; offers better performance.
Excel Format - best used for manual manipulation of data.
Unformatted Excel (CSV) Format - best used for manual manipulation of large data sets.
PDF Format - best used for formatted printing.

Graphic 1.2.1.1: Report List View

Topic One – Running a Report

Report Filter Options

The table below lists the available report filters for both **LTDD Case Detail Report - LTDD Property** and **Case Summary by Decision – LTDD Property**

LTDD Case Detail Report-LTDD Property	Case Summary by Decision – LTDD Property
• Case Submitted Date Range • Division • CMO • Status • Decision • Property Owner • Property Type • LTDD Indicator	• Case Submitted Date Range • Division • CMO Office • Property Administrator • Decision

Topic One – Running a Report

Report Filter Options continued

The table below lists the available report filters for both **Case Summary by Status – LTDD Property** and **External Case Details Report – LTDD Property**

Case Summary by Status – LTDD Property	External Case Details Report – LTDD Property
• Case Submitted Date Range • Region • CMO Office • Property Administrator • Team • Status	• Case Submitted Date Range • Service • Property Owner • Decision • Property Type • LTDD Indicator • Status

Topic One – Running a Report

Report Filter Options continued

The table below lists the available report filters for both **External Case Summary by Status Report – LTDD Property** and **External Property Owner Case Summary by Decision Report– LTDD Property**

External Case Summary by Status Report – LTDD Property	External Property Owner Case Summary by Decision Report– LTDD Property
• Case Submitted Date Range • Service • Property Owner • Decision • Status	• Case Submitted Date Range • Service • Property Owner • Decision

Topic One – Running a Report

Report Filter Options continued

The table below lists the available report filters for both **External Property Owner Case Summary By Status Report - LTDD Property** and **Item Detail Report - LTDD Property**

External Property Owner Case Summary By Status Report - LTDD Property	Item Detail Report - LTDD Property
• Case Submitted Date Range • Service • Property Owner • Decision	• Case Number

Topic One – Running a Report

Report Filter Options continued

The table below lists the available report filters for both **LTDD Cases Report** and **PA Case Workload - LTDD Property**

LTDD Cases Report	IPA Case Workload - LTDD Property
• Case Submitted Date Range • Primary CAGE Code • Property Owner • Status	• Case Submitted Date Range • Region • CMO Office • Property Administrator • Team • Status

Topic One – Running a Report

Report Filter Options continued

The table below lists the available report filters for both **Property Owner Case Summary by Decision - LTDD Property** and **Property Owner Case Summary by Status - LTDD Property**

Property Owner Case Summary by Decision - LTDD Property	LTDD Property and Property Owner Case Summary by Status - LTDD Property
• Case Submitted Date Range • Region • CMO Office • Property Owner • Decision • Status	• Case Submitted Date Range • Region • CMO Office • Property Owner • Status

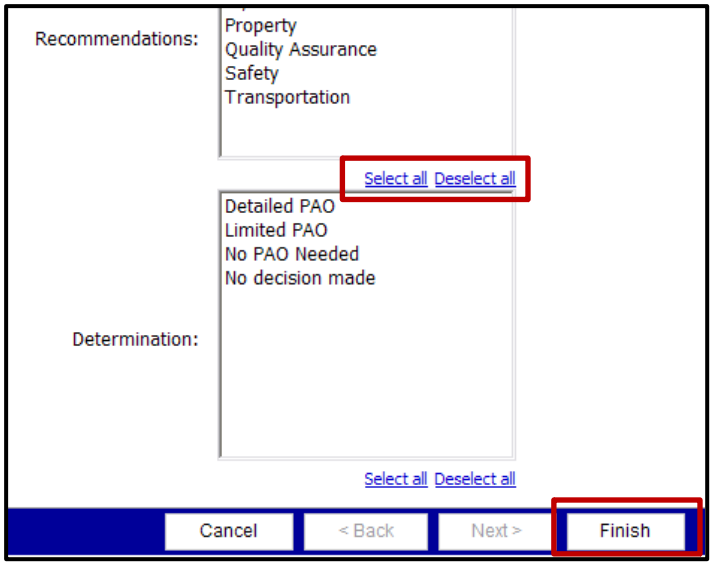
Topic One – Running a Report

Selecting Report Filters

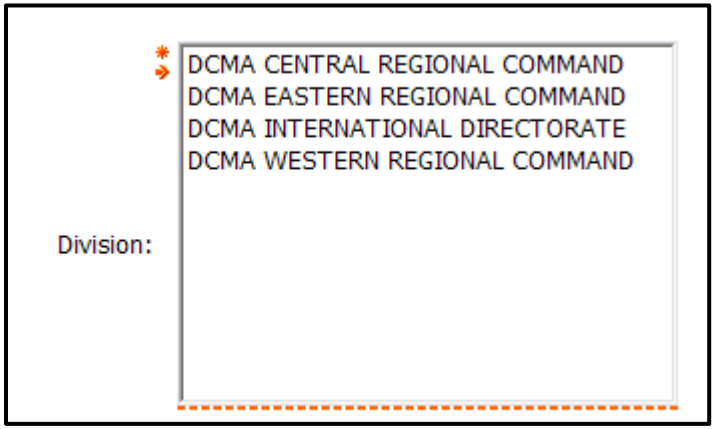
Follow the directions below to select filters for your report.

Filtering a Report (Graphics 1.2.1.2 – 1.2.1.3)	
1.	*Select* your desired **filters** in each field. •Use **Select all** or **Deselect all** to quickly make selections and use the **Ctrl** key to select multiple items in the fields
2.	*Click* the **Finish** button.

Note: The Division filter (Graphic 1.2.1.3) is a **required** field. You must select at least the Division filter to run a report.



Graphic 1.2.1.2: Select Filters and Finish Button



Graphic 1.2.1.3: Division Filter

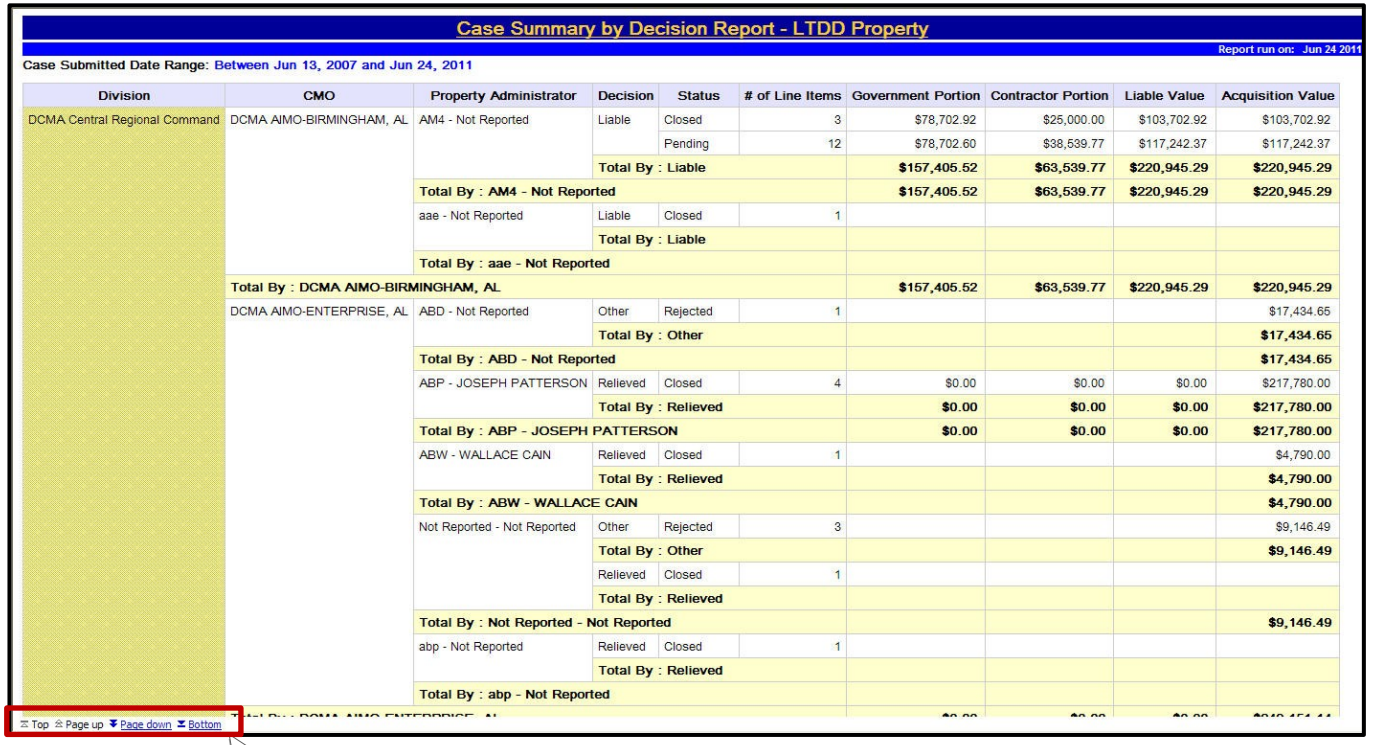
Topic Two – Viewing a Report

HTML Report Output

If you selected the HTML version, the report results display in a webpage.

Links at the bottom of the page allow you to:

- Return to the **Top** of the report
- Go one **Page up**
- Go one **Page down**
- **Bottom** link takes you to the end of the report where the filters you specified are displayed



Case Summary by Decision Report - LTDD Property

Report run on: Jun 24 2011

Case Submitted Date Range: Between Jun 13, 2007 and Jun 24, 2011

Division	CMO	Property Administrator	Decision	Status	# of Line Items	Government Portion	Contractor Portion	Liable Value	Acquisition Value
DCMA Central Regional Command	DCMA AIMO-BIRMINGHAM, AL	AM4 - Not Reported	Liable	Closed	3	$78,702.92	$25,000.00	$103,702.92	$103,702.92
				Pending	12	$78,702.60	$38,539.77	$117,242.37	$117,242.37
			Total By : Liable			**$157,405.52**	**$63,539.77**	**$220,945.29**	**$220,945.29**
		Total By : AM4 - Not Reported				**$157,405.52**	**$63,539.77**	**$220,945.29**	**$220,945.29**
		aae - Not Reported	Liable	Closed	1				
			Total By : Liable						
		Total By : aae - Not Reported							
	Total By : DCMA AIMO-BIRMINGHAM, AL					**$157,405.52**	**$63,539.77**	**$220,945.29**	**$220,945.29**
	DCMA AIMO-ENTERPRISE, AL	ABD - Not Reported	Other	Rejected	1				$17,434.65
			Total By : Other						**$17,434.65**
		Total By : ABD - Not Reported							**$17,434.65**
		ABP - JOSEPH PATTERSON	Relieved	Closed	4	$0.00	$0.00	$0.00	$217,780.00
			Total By : Relieved			**$0.00**	**$0.00**	**$0.00**	**$217,780.00**
		Total By : ABP - JOSEPH PATTERSON				**$0.00**	**$0.00**	**$0.00**	**$217,780.00**
		ABW - WALLACE CAIN	Relieved	Closed	1				$4,790.00
			Total By : Relieved						**$4,790.00**
		Total By : ABW - WALLACE CAIN							**$4,790.00**
		Not Reported - Not Reported	Other	Rejected	3				$9,146.49
			Total By : Other						**$9,146.49**
			Relieved	Closed	1				
			Total By : Relieved						
		Total By : Not Reported - Not Reported							**$9,146.49**
		abp - Not Reported	Relieved	Closed	1				
			Total By : Relieved						
		Total By : abp - Not Reported							

Top Page up Page down Bottom

Graphic 1.2.2.1: HTML Report Example

Top Page up Page down Bottom

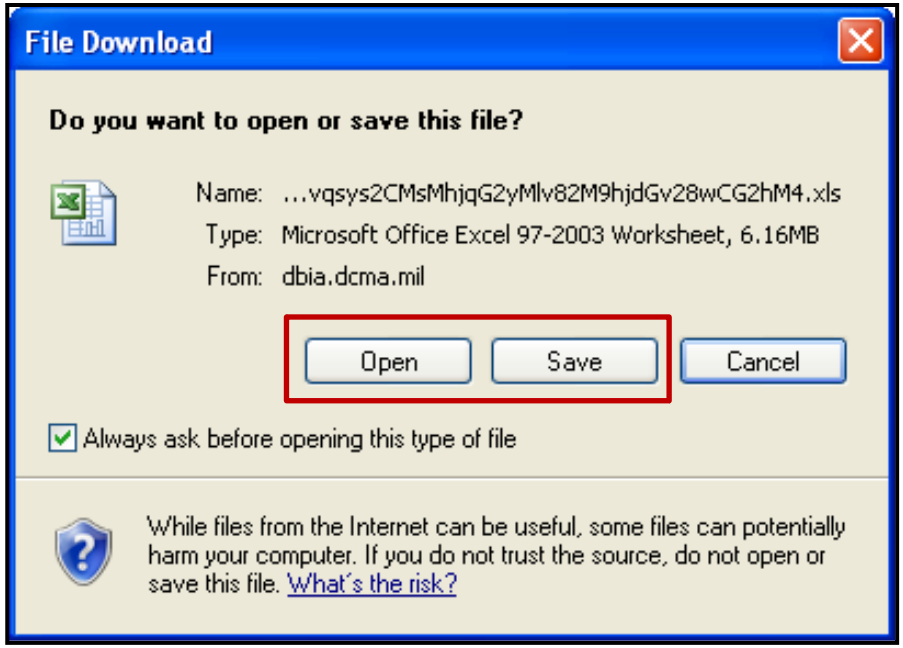
Topic Two – Viewing a Report

Excel Report Output

If you selected the Excel version, a dialogue box prompts you to open or save the Excel report.

Saving the file allows you to review the information later without running the report again. Follow the directions below to open or save a report.

Opening & Saving an Excel Report (Graphic 1.2.2.2)	
1.	*Click* the **Open** button. • The data opens in Excel OR *Click* the **Save** button. • The data saves in Excel format


File Download
Do you want to open or save this file?
Name: ...vqsys2CMsMhjqG2yMlv82M9hjdGv28wCG2hM4.xls
Type: Microsoft Office Excel 97-2003 Worksheet, 6.16MB
From: dbia.dcma.mil
Open
Save
Cancel
Always ask before opening this type of file
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

Graphic 1.2.2.2: File Save Dialogue

Topic Two – Viewing a Report

Excel Report Output (continued)

On this page you can view an example of an Excel report for LTDD 3.0 (Graphic 1.2.2.3).

Case Summary by Decision Report - LTDD Property

Report run on: Jun 24 2011

Case Submitted Date Range: Between Jun 6, 2008 and Jun 24, 2011

Division	CMO	Property Administrator	Decisio	Status	# of Line	Government	Contractor	Liable Value	Acquisition Value
DCMA Central Regional Command	DCMA AIMO-BIRMINGHAM, AL	AM4 - Not Reported	Liable	Closed	3	$78,702.92	$25,000.00	$103,702.92	$103,702.92
				Pending	12	$78,702.60	$38,539.77	$117,242.37	$117,242.37
			Total By : Liable			**$157,405.52**	**$63,539.77**	**$220,945.29**	**$220,945.29**
		Total By : AM4 – Not Reported				**$157,405.52**	**$63,539.77**	**$220,945.29**	**$220,945.29**
	Total By : DCMA AIMO-BIRMINGHAM, AL					**$157,405.52**	**$63,539.77**	**$220,945.29**	**$220,945.29**
	DCMA AIMO-ENTERPRISE, AL	ABD - Not Reported	Other	Rejected	1				$17,434.65
			Total By : Other						**$17,434.65**
		Total By : ABD – Not Reported							**$17,434.65**
		ABP - JOSEPH PATTERSON	Relieved	Closed	4	$0.00	$0.00	$0.00	$217,780.00
			Total By : Relieved			**$0.00**	**$0.00**	**$0.00**	**$217,780.00**
		Total By : ABP – JOSEPH PATTERSON				**$0.00**	**$0.00**	**$0.00**	**$217,780.00**
		ABW - WALLACE CAIN	Relieved	Closed	1				$4,790.00
			Total By : Relieved						**$4,790.00**
		Total By : ABW – WALLACE CAIN							**$4,790.00**
		Not Reported - Not Reported	Other	Rejected	3				$9,146.49
			Total By : Other						**$9,146.49**
		Total By : Not Reported – Not Reported							**$9,146.49**
		abp - Not Reported	Relieved	Closed	1				
			Total By : Relieved						
		Total By : abp – Not Reported							
	Total By : DCMA AIMO-ENTERPRISE, AL					**$0.00**	**$0.00**	**$0.00**	**$249,151.14**
	DCMA AIMO-GREENVILLE, SC	AAE - MIKE HENDRIX	Liable	Closed	32	$0.00	$67,524.75	$67,524.75	$724,536.47
			Total By : Liable			**$0.00**	**$67,524.75**	**$67,524.75**	**$724,536.47**
			Other	Investigatin	11				$2,266.02
			Total By : Other						**$2,266.02**
			Relieved	Closed	1	$0.00	$0.00	$0.00	$500.00
			Total By : Relieved			**$0.00**	**$0.00**	**$0.00**	**$500.00**
		Total By : AAE – MIKE HENDRIX				**$0.00**	**$67,524.75**	**$67,524.75**	**$727,302.49**
		Not Reported - Not Reported	Other	Investigatin	3	$0.00	$818.00	$818.00	$30,400.00
			Total By : Other			**$0.00**	**$818.00**	**$818.00**	**$30,400.00**
		Total By : Not Reported – Not Reported				**$0.00**	**$818.00**	**$818.00**	**$30,400.00**
	Total By : DCMA AIMO-GREENVILLE, SC					**$0.00**	**$68,342.75**	**$68,342.75**	**$757,702.49**
	DCMA AIMO-GREENVILLE, TX	AD8 - CAROLYN BERARDI	Liable	Closed	257	$25,072.27	$1,231,951.88	$1,257,024.15	$79,418,934.91
				Pending	73	$1,657.65	$200,073.04	$201,730.69	$820,637.15
			Total By : Liable			**$26,729.92**	**$1,432,024.92**	**$1,458,754.84**	**$80,239,572.06**

Graphic 1.2.2.3: Excel Report Example

Topic Two – Viewing a Report

PDF Report Output

If you selected Adobe Acrobat PDF, you will be prompted to save the file. The report will display in the PDF format as shown in Graphic 1.2.2.4.

Case Summary by Decision Report - LTDD Property

Report run on: Jun 24 2011

Case Submitted Date Range: Between Jun 7, 2007 and Jun 24, 2011

Division	CMO	Property Administrator	Decision	Status	# of Line Items	Government Portion	Contractor Portion	Liable Value	Acquisition Value
DCMA Central Regional Command	DCMA AIMO-BIRMINGHAM, AL	AM4 - Not Reported	Liable	Closed	3	$78,702.92	$25,000.00	$103,702.92	$103,702.92
				Pending	12	$78,702.60	$38,539.77	$117,242.37	$117,242.37
			Total By : Liable			$157,405.52	$63,539.77	$220,945.29	$220,945.29
		Total By : AM4 - Not Reported				$157,405.52	$63,539.77	$220,945.29	$220,945.29
		aae - Not Reported	Liable	Closed	1				
			Total By : Liable						
		Total By : aae - Not Reported							
	Total By : DCMA AIMO-BIRMINGHAM, AL					$157,405.52	$63,539.77	$220,945.29	$220,945.29
	DCMA AIMO-ENTERPRISE, AL	ABD - Not Reported	Other	Rejected	1				$17,434.65
			Total By : Other						$17,434.65
		Total By : ABD - Not Reported							$17,434.65
		ABP - JOSEPH PATTERSON	Relieved	Closed	4	$0.00	$0.00	$0.00	$217,780.00
			Total By : Relieved			$0.00	$0.00	$0.00	$217,780.00
		Total By : ABP - JOSEPH PATTERSON				$0.00	$0.00	$0.00	$217,780.00
		ABW - WALLACE CAIN	Relieved	Closed	1				$4,790.00
			Total By : Relieved						$4,790.00

Graphic 1.2.2.4: Adobe Acrobat PDF Report Example

Module Two Objectives

At the end of this module you will be able to:

- Describe Ad hoc reports
- Create a new query
- Insert and edit data
- Change data layout
- Run Ad hoc reports in various report formats
- Save Ad hoc reports

Module Two Lessons

Lesson One	Ad Hoc Reports Overview
Lesson Two	Using LTDD 3.0 Ad Hoc Reports

Lesson One Topics

Topic One	Ad Hoc Report Overview
Topic Two	Launch New Query
Topic Three	Ad Hoc Report Components

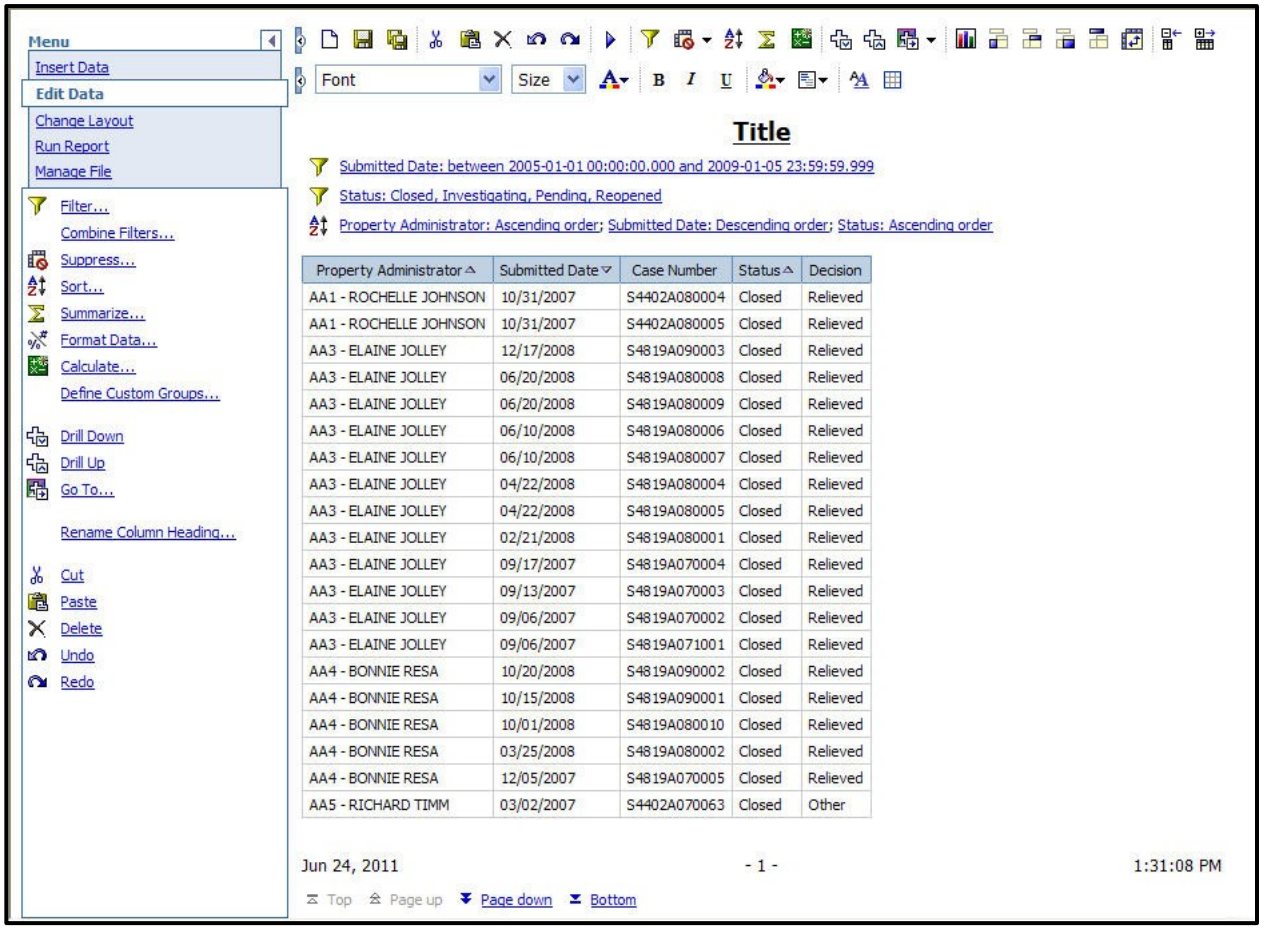
Topic One – Ad Hoc Reports Overview

About Ad Hoc Reports

An Ad hoc report is a report that is created for a specific task and thus cannot be adapted for other purposes.

An Ad hoc report provides you with the flexibility to:

- Select the types of data to be shown
- Manipulate the data shown
- Change the display of selected data
- Report the data in a different format
- Save the data for future use


Menu
Insert Data
Edit Data
Change Layout
Run Report
Manage File
Filter...
Combine Filters...
Suppress...
Sort...
Summarize...
Format Data...
Calculate...
Define Custom Groups...
Drill Down
Drill Up
Go To...
Rename Column Heading...
Cut
Paste
Delete
Undo
Redo
Font
Size
Title
Submitted Date: between 2005-01-01 00:00:00.000 and 2009-01-05 23:59:59.999
Status: Closed, Investigating, Pending, Reopened
Property Administrator: Ascending order; Submitted Date: Descending order; Status: Ascending order
Property Administrator | Submitted Date | Case Number | Status | Decision
AA1 - ROCHELLE JOHNSON | 10/31/2007 | S4402A080004 | Closed | Relieved
AA1 - ROCHELLE JOHNSON | 10/31/2007 | S4402A080005 | Closed | Relieved
AA3 - ELAINE JOLLEY | 12/17/2008 | S4819A090003 | Closed | Relieved
AA3 - ELAINE JOLLEY | 06/20/2008 | S4819A080008 | Closed | Relieved
AA3 - ELAINE JOLLEY | 06/20/2008 | S4819A080009 | Closed | Relieved
AA3 - ELAINE JOLLEY | 06/10/2008 | S4819A080006 | Closed | Relieved
AA3 - ELAINE JOLLEY | 06/10/2008 | S4819A080007 | Closed | Relieved
AA3 - ELAINE JOLLEY | 04/22/2008 | S4819A080004 | Closed | Relieved
AA3 - ELAINE JOLLEY | 04/22/2008 | S4819A080005 | Closed | Relieved
AA3 - ELAINE JOLLEY | 02/21/2008 | S4819A080001 | Closed | Relieved
AA3 - ELAINE JOLLEY | 09/17/2007 | S4819A070004 | Closed | Relieved
AA3 - ELAINE JOLLEY | 09/13/2007 | S4819A070003 | Closed | Relieved
AA3 - ELAINE JOLLEY | 09/06/2007 | S4819A070002 | Closed | Relieved
AA3 - ELAINE JOLLEY | 09/06/2007 | S4819A071001 | Closed | Relieved
AA4 - BONNIE RESA | 10/20/2008 | S4819A090002 | Closed | Relieved
AA4 - BONNIE RESA | 10/15/2008 | S4819A090001 | Closed | Relieved
AA4 - BONNIE RESA | 10/01/2008 | S4819A080010 | Closed | Relieved
AA4 - BONNIE RESA | 03/25/2008 | S4819A080002 | Closed | Relieved
AA4 - BONNIE RESA | 12/05/2007 | S4819A070005 | Closed | Relieved
AA5 - RICHARD TIMM | 03/02/2007 | S4402A070063 | Closed | Other
Jun 24, 2011
- 1 -
1:31:08 PM
Top
Page up
Page down
Bottom

Graphic 2.1.1.1: Sample Ad Hoc Report

Topic Two – Launch a New Query

Launching New Queries

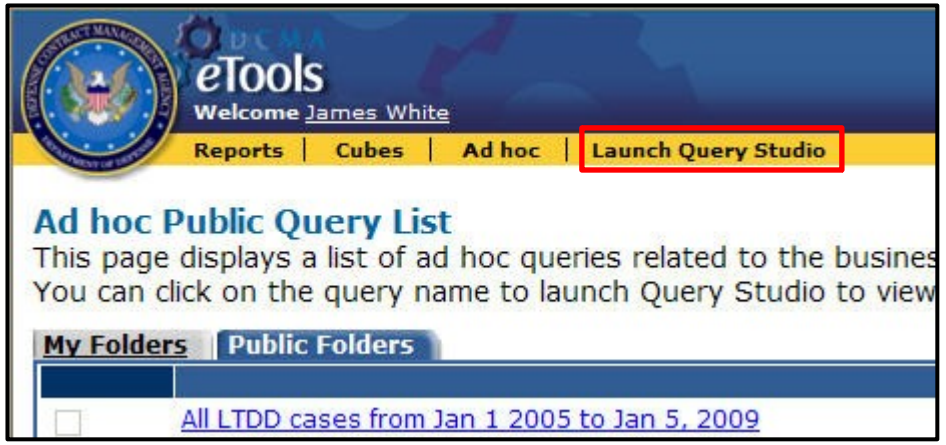
You have the option of creating your own Ad hoc reports in the Query Studio, or selecting an Ad hoc from a list of available reports.

Queries that you create in the Query Studio can be saved in either the *Public Folders* or your personal folder called *My Folders*. Follow the steps below to launch a new query.

Launch a New Query (Graphics 2.1.2.1 – 2.1.2.2)	
1.	*Click* on the **Ad hoc** link on the top-navigation menu. •The Ad hoc Saved Query List appears
2.	*Click* on **Launch Query Studio** link to launch a new query. •The new query appears (Graphic 2.1.3.1)

eTools
Welcome James White
Reports | Cubes | Ad hoc
Report List for Lost, Theft, Damaged and Destroyed (LTDD) 3.0
List of reports for this business area.
Report List
View
Report Name
Version Date
Case Detail Report - LTDD Property
24 Jan 2011
Case Summary by Decision - LTDD Property
24 Jan 2011

Graphic 2.1.2.1: Ad Hoc Link


eTools
Welcome James White
Reports | Cubes | Ad hoc | Launch Query Studio
Ad hoc Public Query List
This page displays a list of ad hoc queries related to the busines
You can click on the query name to launch Query Studio to view
My Folders
Public Folders
All LTDD cases from Jan 1 2005 to Jan 5, 2009

Graphic 2.1.2.2: Launch Query Studio Link

Topic Three – Ad Hoc Report Components

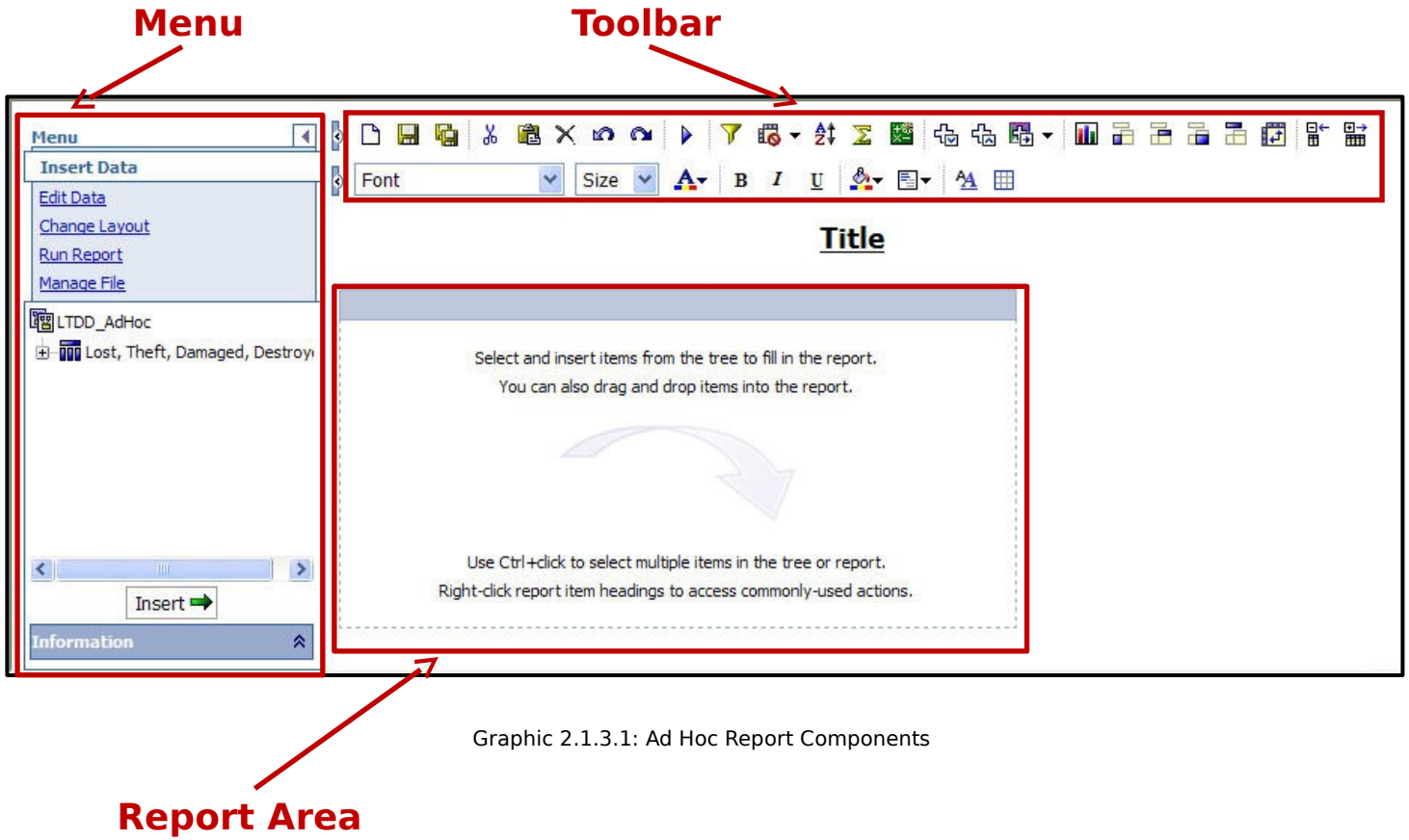
Components of Ad Hoc Reports

The Ad hoc for LTDD has three main components to help the user select, filter, view, and manipulate selected data.

The **Menu** on the left includes the options to Insert Data, Edit Data, Change Layout, Run Report and Manage File.

The **Toolbar** on the top provides tools for saving, cutting and pasting, filtering, sorting, and manipulating the data displayed in the **report area**.

The **Report Area** contains all the data for the user to view and manipulate.



Graphic 2.1.3.1: Ad Hoc Report Components

Lesson Two Topics

Lesson Two Topics

Topic One	Inserting Data
Topic Two	Editing Data
Topic Three	Changing Layout
Topic Four	Running Report
Topic Five	Saving a Report

Topic One – Inserting Data

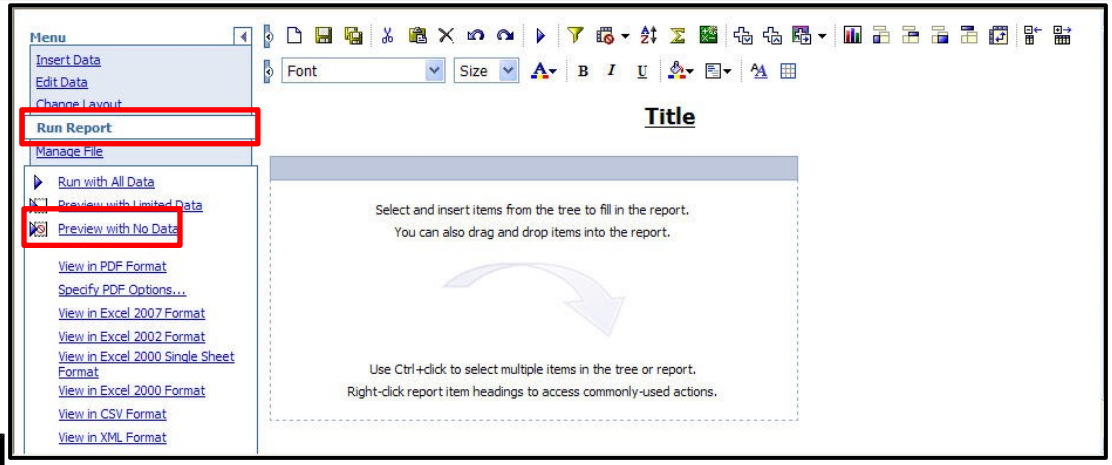
Preview With No Data

Ad hoc reports allow the user to customize a data query by selecting specific fields to define the search criteria. Before inserting data into the report, it is recommended to select Preview with No Data.

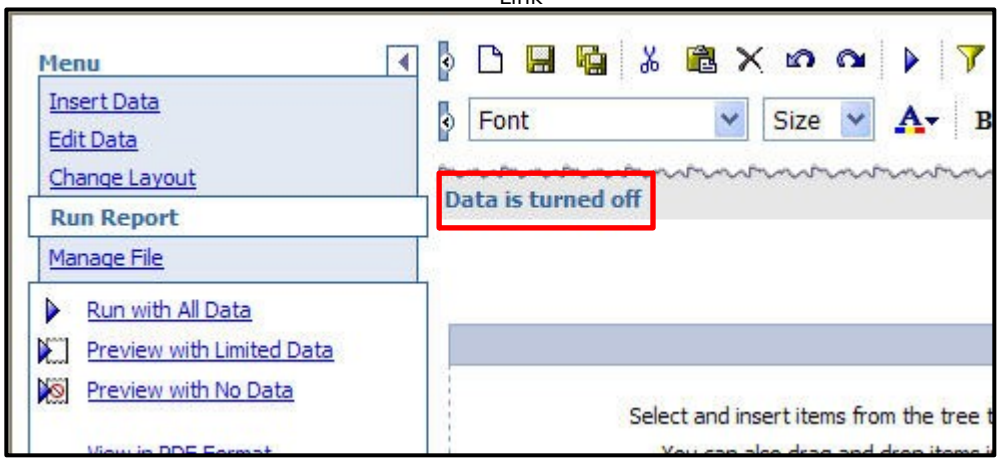
Follow the directions below to preview your report with no data before inserting the data.

Preview With No Data (Graphics 2.2.1.1 – 2.2.1.2)	
1.	*Click* **Run Report** on the Menu. •A list of tools appears
2.	*Click* **Preview with No Data**. •Data has been turned off (Graphic 2.2.1.2)

Note: Previewing reports with no data will optimize the load time while designing your report, since many reports contain large amounts of data.


Menu
Insert Data
Edit Data
Change Layout
Run Report
Manage File
Run with All Data
Preview with Limited Data
Preview with No Data
View in PDF Format
Specify PDF Options...
View in Excel 2007 Format
View in Excel 2002 Format
View in Excel 2000 Single Sheet Format
View in Excel 2000 Format
View in CSV Format
View in XML Format
Font
Size
Title
Select and insert items from the tree to fill in the report.
You can also drag and drop items into the report.
Use Ctrl+click to select multiple items in the tree or report.
Right-click report item headings to access commonly-used actions.

Graphic 2.2.1.1: Preview With No Data Link



Graphic 2.2.1.2: Data Turned Off

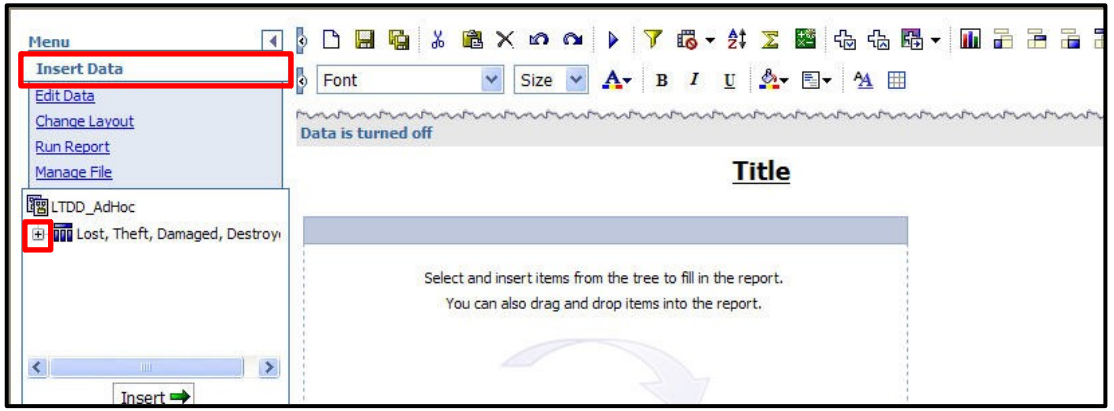
Topic One – Inserting Data

Design the Report

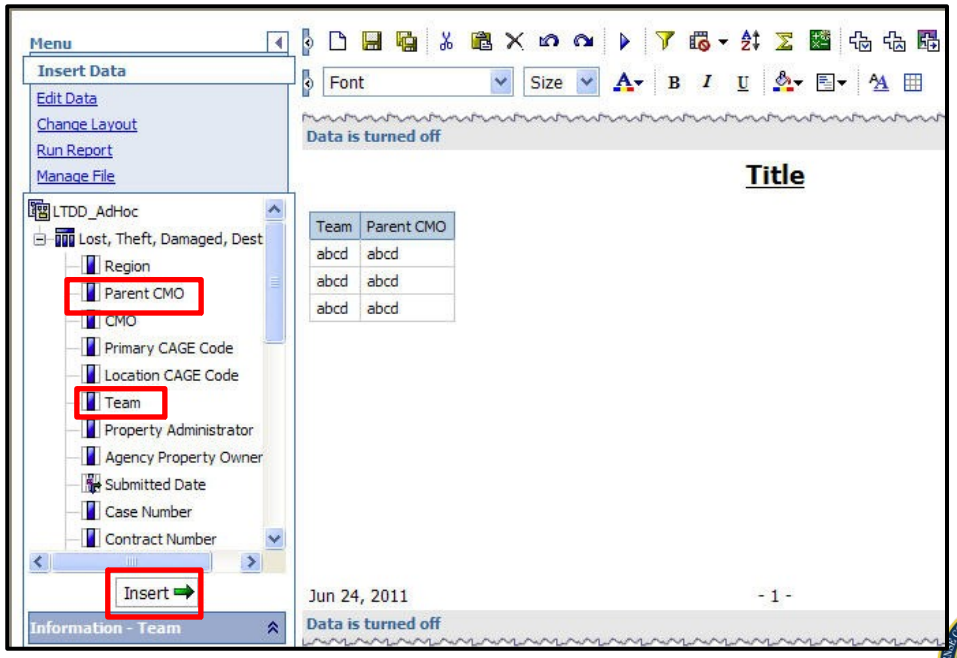
Now that data has been turned off, you can begin designing your Ad hoc report. Follow the directions below to insert data items.

Inserting Data Items (Graphics 2.2.1.3 – 2.2.1.4)	
1.	*Click* **Insert Data** on the Menu. •Available data tables appear in the Menu
2.	*Click* the **plus (+) sign** next to LTDD Adhoc. •The LTDD Adhoc data table expands
3.	*Click* the **plus (+) sign** next to Contract Information. •The Contract Information folder expands
4.	*Ctrl + Click* **Team** and **Parent CMO** data items.
5.	*Click* the **Insert** button. •The report appears in the Report area (Graphic 2.2.1.5)

Note: You can also *double-click* a data item to insert it or *drag and drop* a data item into the report area to insert it.



Graphic 2.2.1.3: Expand Folders



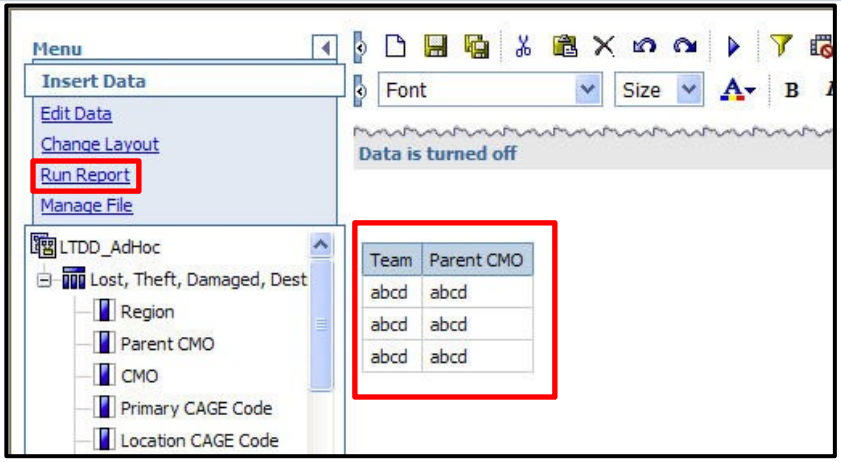
Graphic 2.2.1.4: Insert Data into Report Area

Topic One – Inserting Data

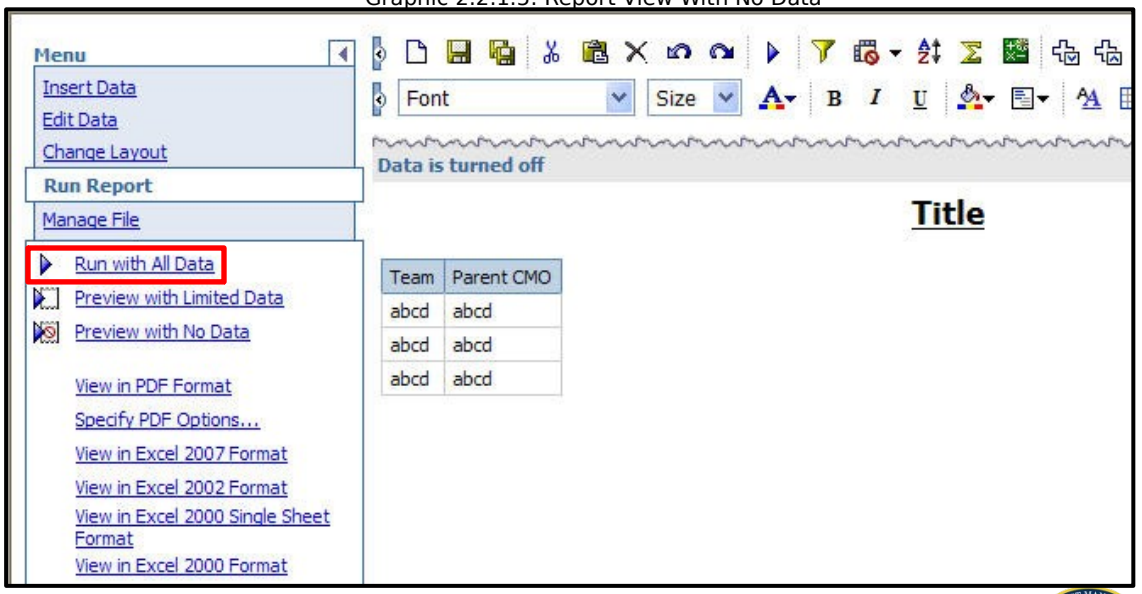
View Report With Data

The report is displayed containing no data. Now that the report is designed how you need it to look, follow the directions below to view the report with data.

Turn Data On (Graphics 2.2.1.5 – 2.2.1.6)	
1.	*Click* **Run Report** on the Menu. •A list of tools appears (Graphic 2.2.1.6)
2.	*Click* **Run with All Data**. •Data has been turned on (Graphic 2.2.2.1)



Graphic 2.2.1.5: Report View With No Data

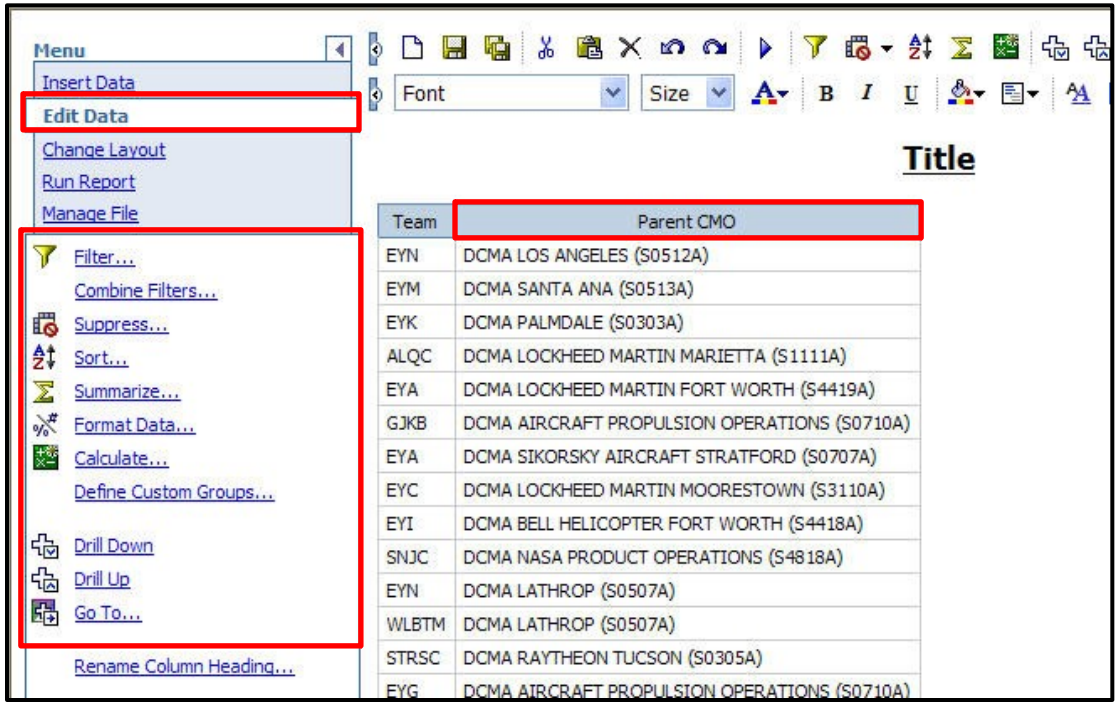


Graphic 2.2.1.6: View Report With Data

Editing Data

Now that the data has been turned on, follow the steps below to Edit Data in an Ad hoc report.

Editing Data in an Ad Hoc Report (Graphic 2.2.2.1)	
1.	*Select* **Edit Data** from the Menu. •A list of tools for editing data appears
2.	*Click* the **column heading** of the data field in the report area to select it. •The column heading turns green after it is selected
3.	*Select* a **tool** in the Menu to edit the data. •Most of the tools in the Menu are also available on the Toolbar



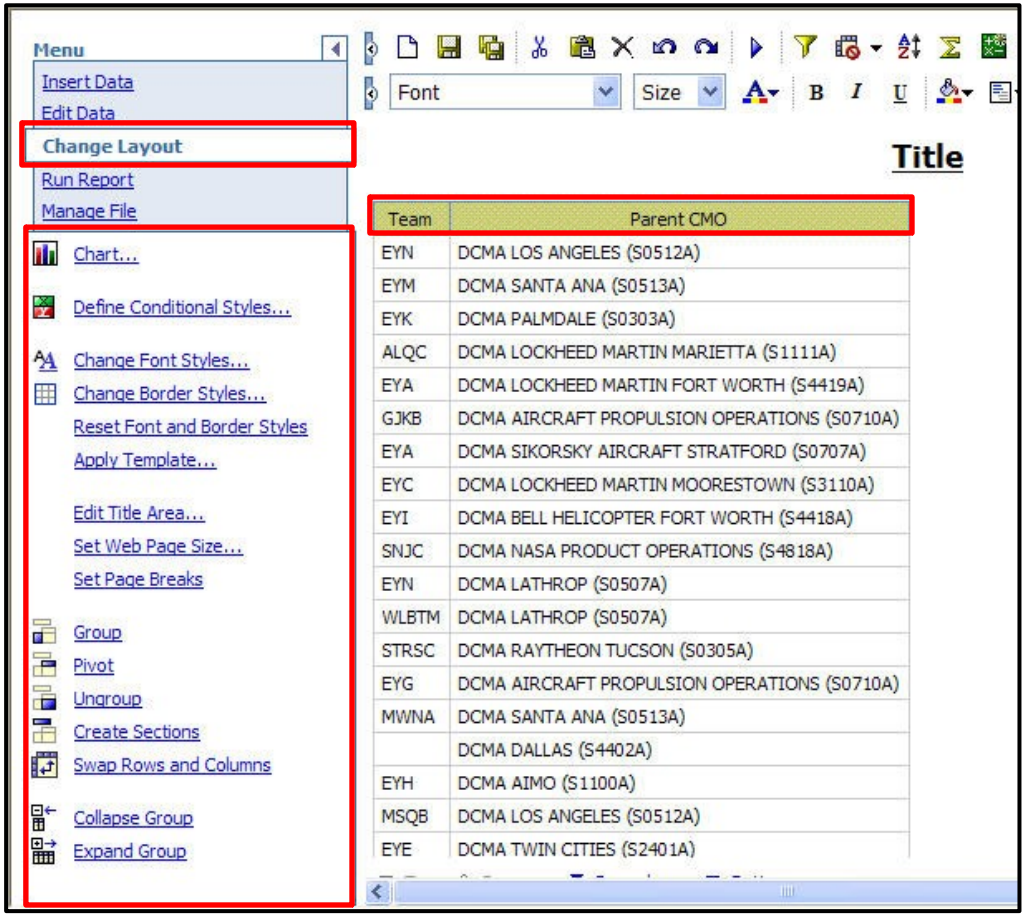
Graphic 2.2.2.1: Edit Data

Topic Three – Changing Layout

Changing Layout

Follow the steps below to change the layout of data in an Ad hoc report.

Changing Layout for an Ad Hoc Report (Graphic 2.2.3.1)	
1.	*Select* **Change Layout** from the main menu. •A list of Layout options appears in the Menu
2.	*Click* the **column heading** in the Report Area. •The heading turns green after it is selected •*Ctrl + Click* to select multiple column headings
3	*Click* on a **layout option** in the menu to change the layout of the data.

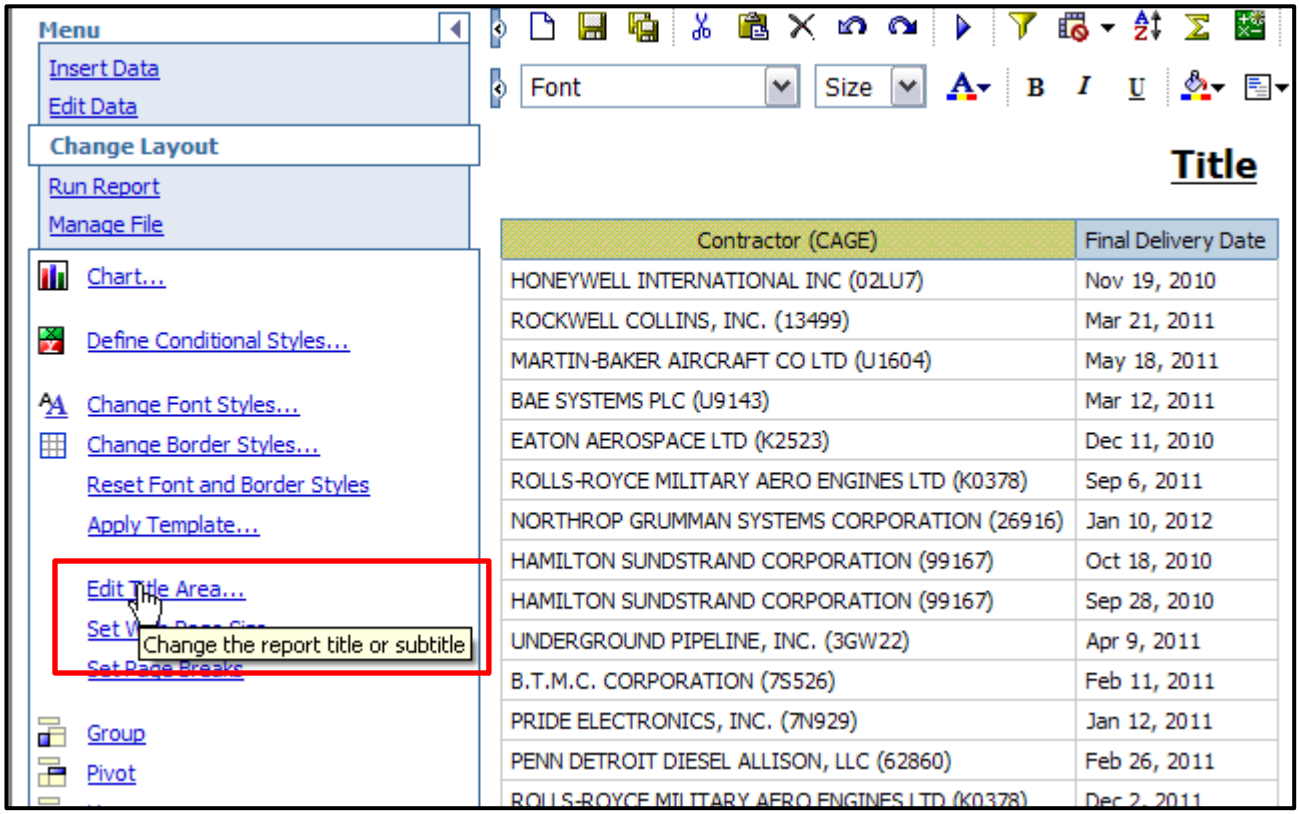


Graphic 2.2.3.1: Change Layout

Topic Three – Changing Layout

Changing Layout (continued)

If you have difficulty identifying the purpose of a specific tool, hovering your mouse over a Menu item gives a brief description of it. The graphic on this page shows the description for the **Edit Title Area** tool .



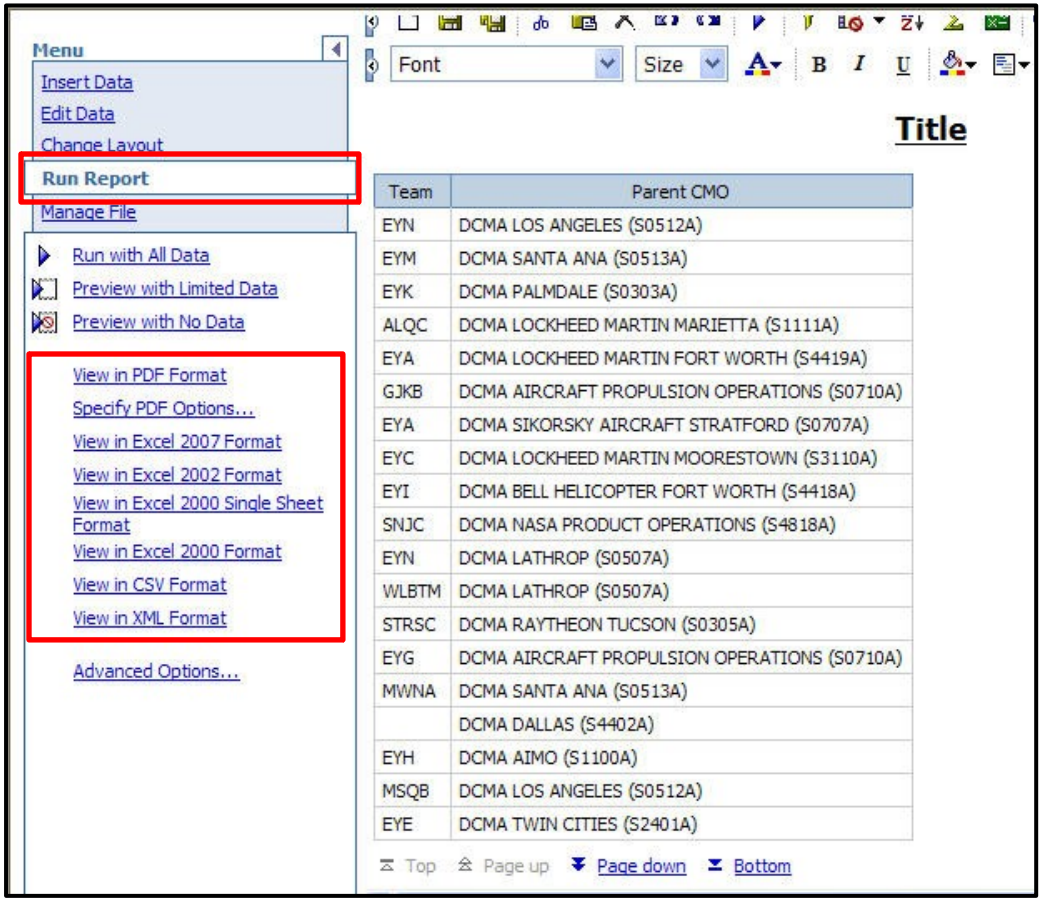
Graphic 2.2.3.2: Tool Description

Topic Four – Running a Report

Running an Ad Hoc Report

Ad hoc Reports can be run in multiple formats for easy viewing. Follow the steps below to run an Ad hoc report.

Running an Ad Hoc Report (Graphic 2.2.4.1)	
1.	*Click* **Run Report** on the Menu. •The Run Report tools appear
2.	*Select* the desired **format** to generate the report.



Graphic 2.2.4.1: Running Report

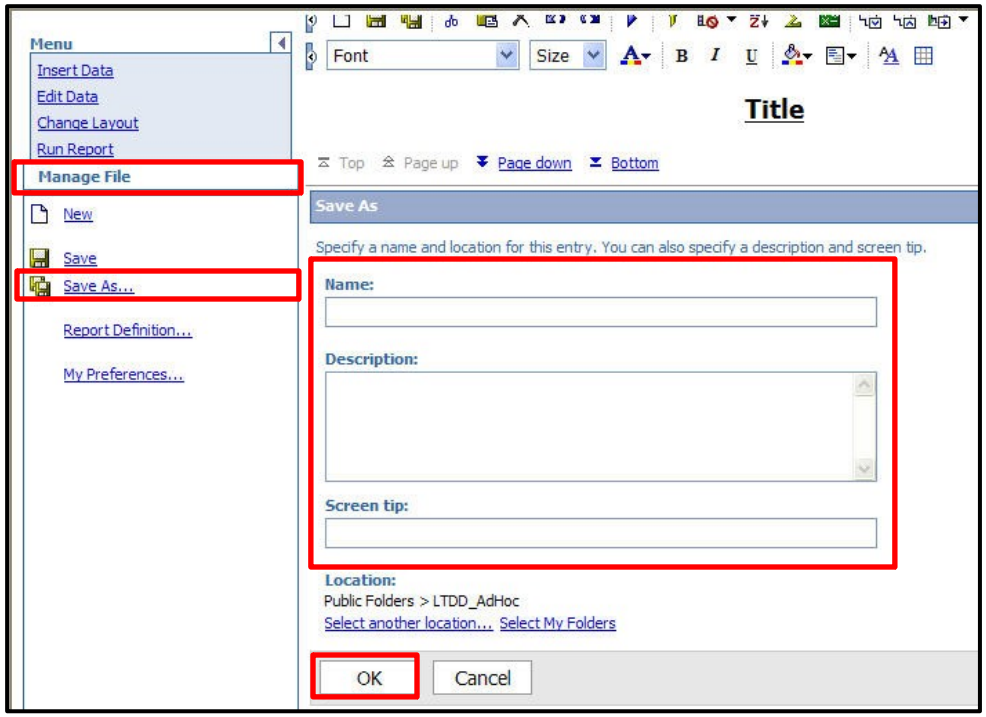
Topic Five – Saving a Report

Saving Reports

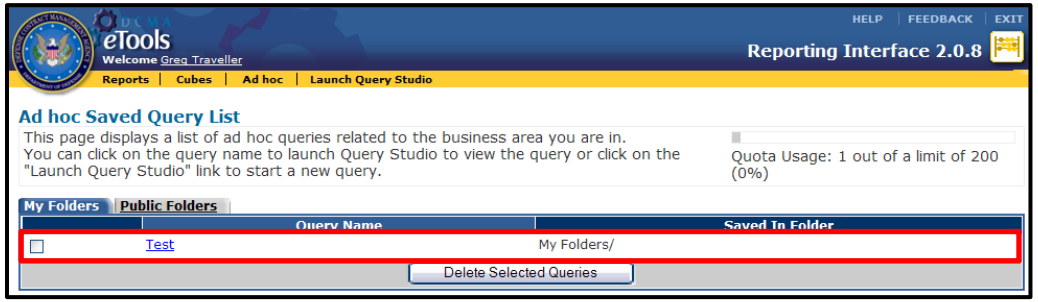
Follow the steps below to save the Ad hoc report to *My Folders*.

Saving Ad Hoc Reports (Graphics 2.2.5.1 – 2.2.5.2)	
1.	*Select* **Manage File** from the Menu. •A list of Save options appears in the Menu
2.	*Select* **Save As**. •The Save As window appears
3.	*Enter* a **Name**, **Description**, and **Screen tip** for the report. •As indicated on the screen, the file will be saved to *My Folders*
4.	*Click* **OK**. •The saved report now appears in the Ad hoc Saved Query List (Graphic 2.2.5.2)

Note: Only you can access Ad hoc reports saved in *My Folders*.



Graphic 2.2.5.1: Manage File


eTools
Welcome Greg Traveller
HELP
FEEDBACK
EXIT
Reporting Interface 2.0.8
Reports
Cubes
Ad hoc
Launch Query Studio
Ad hoc Saved Query List
This page displays a list of ad hoc queries related to the business area you are in.
You can click on the query name to launch Query Studio to view the query or click on the "Launch Query Studio" link to start a new query.
Quota Usage: 1 out of a limit of 200 (0%)
My Folders
Public Folders
Query Name
Saved In Folder
Test
My Folders/
Delete Selected Queries

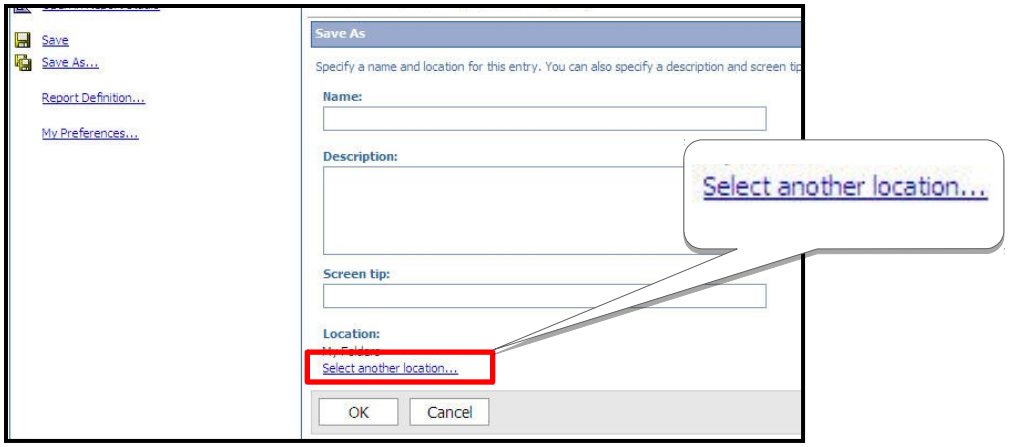
Graphic 2.2.5.2: Ad Hoc Saved Query List

Topic Five – Saving a Report

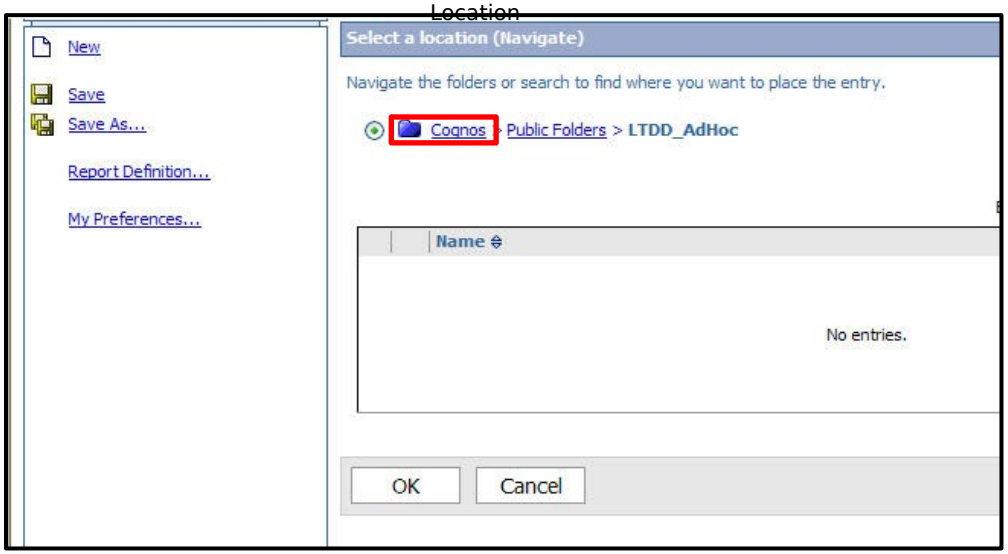
Change Save Location

While viewing the Save As window, follow the steps below to change the save location of your report.

Changing Save Location (Graphics 2.2.5.3 – 2.2.5.4)	
1.	*Click* the **Select another location** link. •The Select a Location window appears
2.	*Click* the **Cognos** folder link. •The Public Folders link appears



Graphic 2.2.5.3: Select Save Location



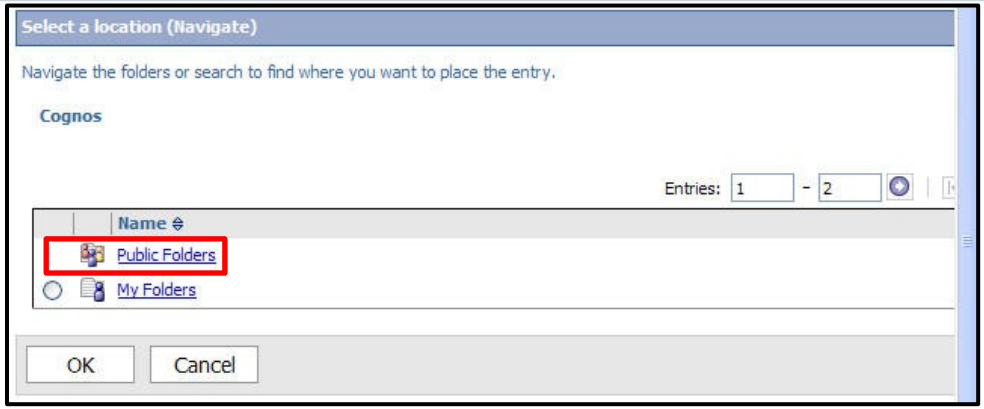
Graphic 2.2.5.4: Select a Location Window

Topic Five – Saving a Report

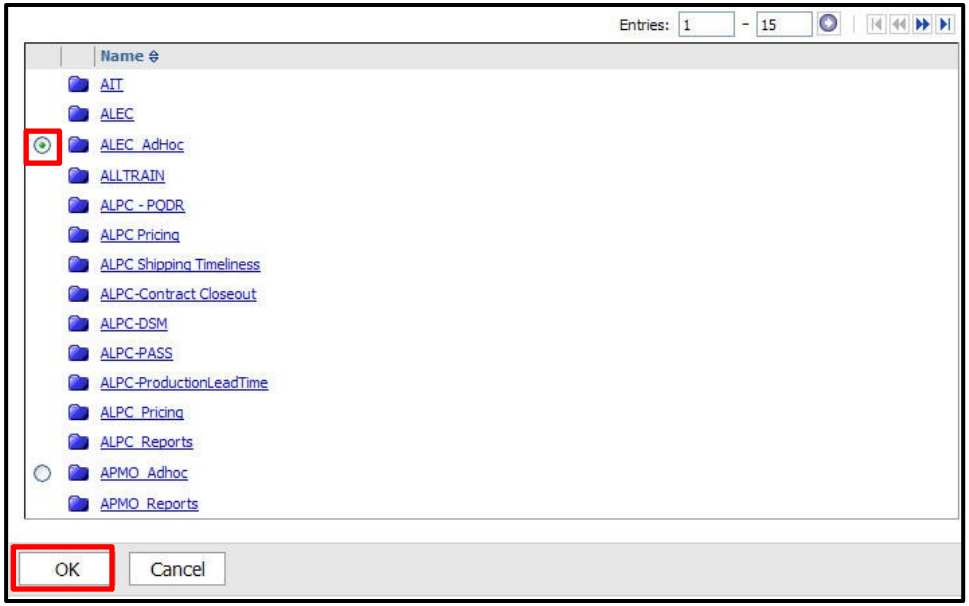
Change Save Location continued

Changing Save Location (Graphics 2.2.5.5 – 2.2.5.6)	
3.	*Click* the **Public Folders** link. •The Public Folders list appears (Graphic 2.2.5.6)
4.	*Click* the **radio button** to select a folder.
5.	*Click* **OK**. •The report has been saved in the selected Public Folder

Note: All users with access to the *Public Folders* can view Ad hoc reports saved in that location.



Graphic 2.2.5.5: Public Folders Link



Graphic 2.2.5.6: Select Public Folder

Module Three Lessons

Lesson One	Cube Overview
Lesson Two	Choosing and Limiting Data
Lesson Three	Advanced Analysis Tools

Module Three Objectives

At the end of this module you will be able to:

- Access LTDD cubes
- Locate each component of a LTDD cube
- Limit data displayed
- Drill down data
- Nest data
- Swap rows and columns
- Display data in chart format
- View data in different formats

Module Three – LTDD Cubes

Lesson One – LTDD Cubes Overview

Topic One	Accessing LTDD Cubes
Topic Two	Analysis Studio Interface
Topic Three	Source Tree
Topic Four	Overview Area
Topic Five	Work Area
Topic Six	Toolbar

Accessing LTDD Cubes

The Report List displays after you click on the Loss Theft Damage Destroyed (LTDD) icon on the eTools portal page. Reports are displayed by default (Graphic 3.1.1.1).

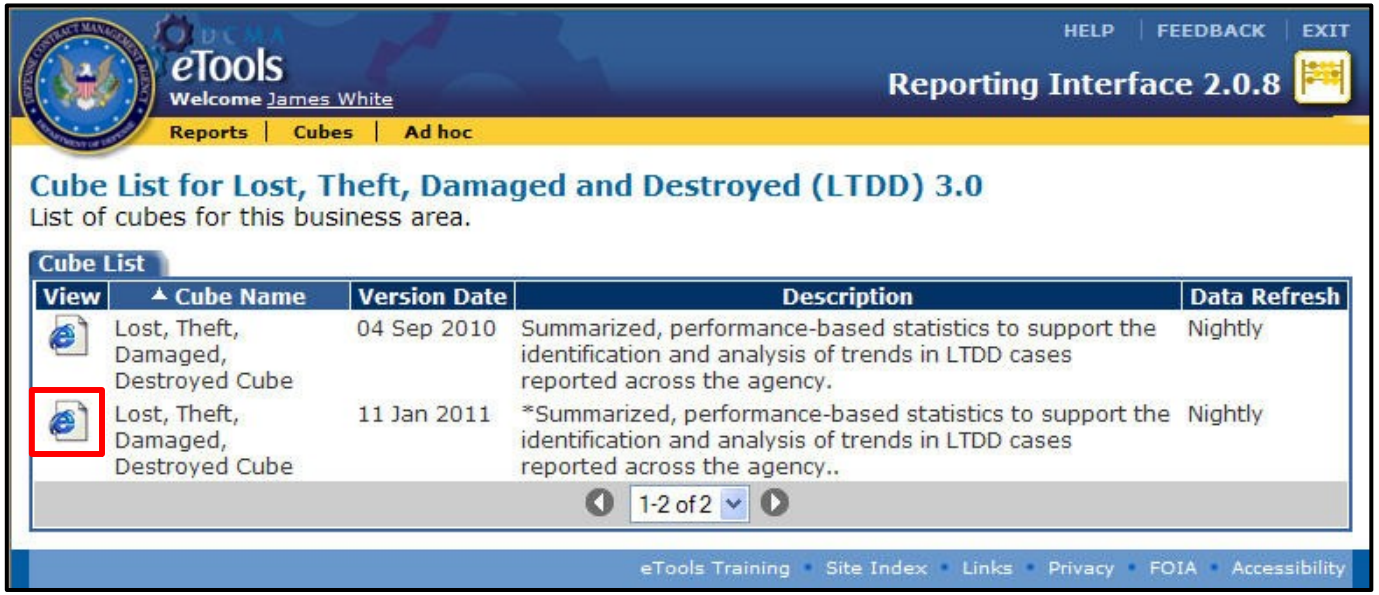
The reports menu bar displays a link to access Cubes. Click on Cubes to be directed to the Cube List page.

eTools
Welcome James White
Reports
Cubes
Ad hoc
Report List for Lost, Theft, Damaged and Destroyed (LTDD) 3.0
List of reports for this business area.
Report List
View
Report Name
Version Date
Case Detail Report - LTDD Property
24 Jan 2011
Case Summary by Decision - LTDD Property
24 Jan 2011
Case Summary by Status - LTDD Property
24 Jan 2011
External Case Details Report - LTDD Property
24 Jan 2011
External Case Summary By Status Report - LTDD Property
24 Jan 2011
External Property Owner Case Summary By Decision Report - LTDD Property
24 Jan 2011

Graphic 3.1.1.1: LTDD Report List

Accessing LTDD Cubes continued

The Cube List for LTDD displays after you click the Cubes link on the reports menu bar. The cube list may contain one or more cubes depending on the application. To launch the Analysis Studio Cube, click on the HTML icon next to the cube name (Graphic 3.1.1.2).


HELP | FEEDBACK | EXIT
eTools
Welcome James White
Reporting Interface 2.0.8
Reports | Cubes | Ad hoc
Cube List for Lost, Theft, Damaged and Destroyed (LTDD) 3.0
List of cubes for this business area.
Cube List
View
Cube Name
Version Date
Description
Data Refresh
Lost, Theft, Damaged, Destroyed Cube
04 Sep 2010
Summarized, performance-based statistics to support the identification and analysis of trends in LTDD cases reported across the agency.
Nightly
Lost, Theft, Damaged, Destroyed Cube
11 Jan 2011
*Summarized, performance-based statistics to support the identification and analysis of trends in LTDD cases reported across the agency..
Nightly
1-2 of 2
eTools Training • Site Index • Links • Privacy • FOIA • Accessibility

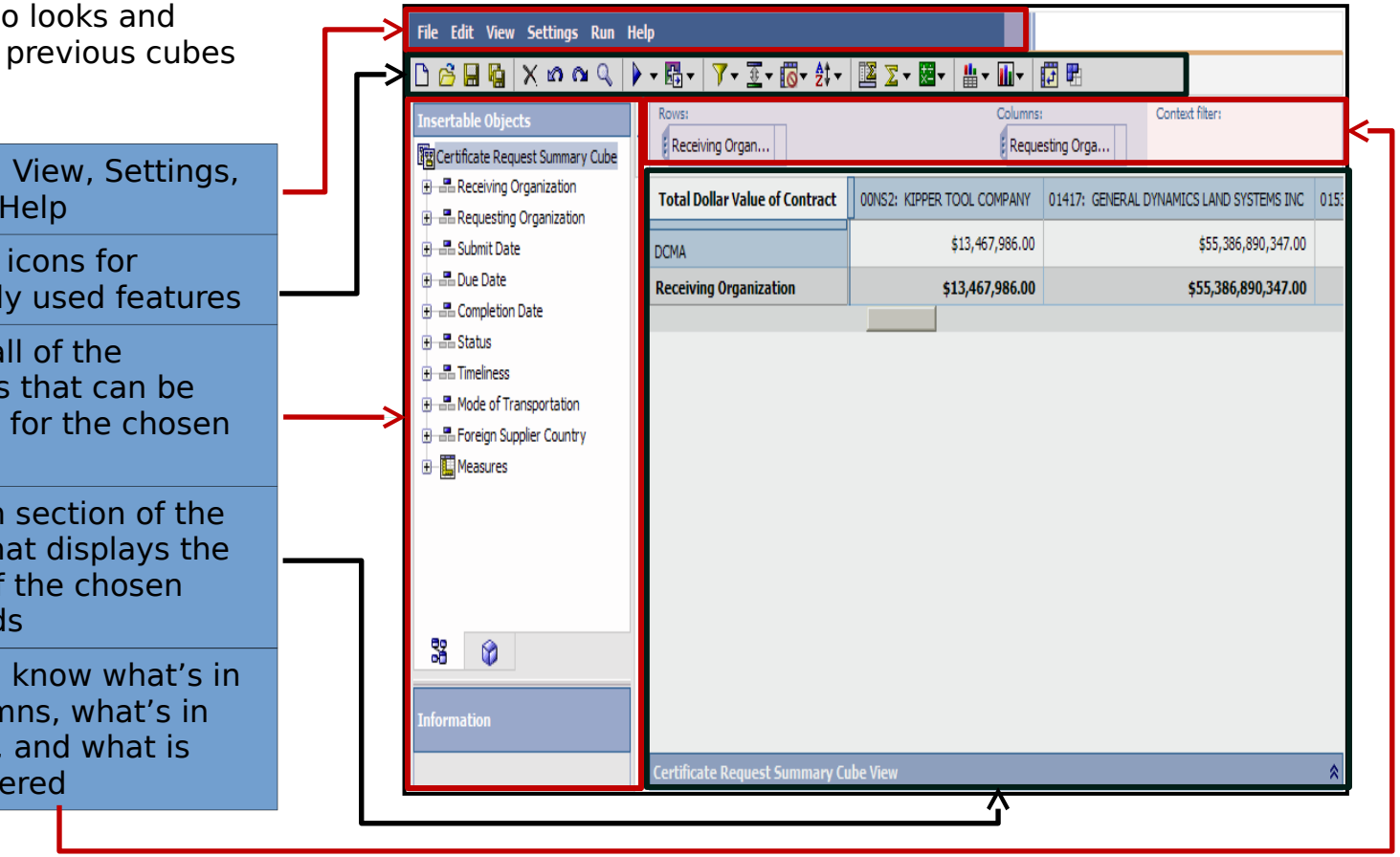
Graphic 3.1.1.2: LTDD Cube List

Topic Two – Analysis Studio Interface

Interface Overview

Once you click on the HTML icon, the Analysis Studio interface appears. The layout of Analysis Studio looks and functions similar to the previous cubes layout.

Menu Bar	File, Edit, View, Settings, Run and Help
Tool Bar	Contains icons for commonly used features
Source Tree	A list of all of the resources that can be analyzed for the chosen cube
Work Area	The main section of the screen that displays the results of the chosen data fields
Overview Area	Let's you know what's in the columns, what's in the rows, and what is being filtered



Graphic 3.1.2.1 Default Cube View

Topic Three – Source Tree

Source Tree

The source tree presents a list of the data available for the cube.
The data presented is based on:

- **Dimensions** – Descriptive data, e.g., Receiving Organization, Status.
- **Hierarchies** - Levels of dimensions, e.g., Receiving Organization ->DCMA->DCMA Aeronautical Systems Division->DCMA Chicago.
- **Measures –** Numerical data.

Use the steps below to become familiar with the contents of the selected cube.

Use the Source Tree (Graphic 3.1.3.1)	
1.	*Click* on the **Plus** icon next to the **Receiving Organization** folder.
2.	*Drill Down* to the **Organization** level.
3.	*Click* on the **plus** icon next to **Measures**. • Measures are how you quantify the data, such as Total Dollar Value of Contract etc.

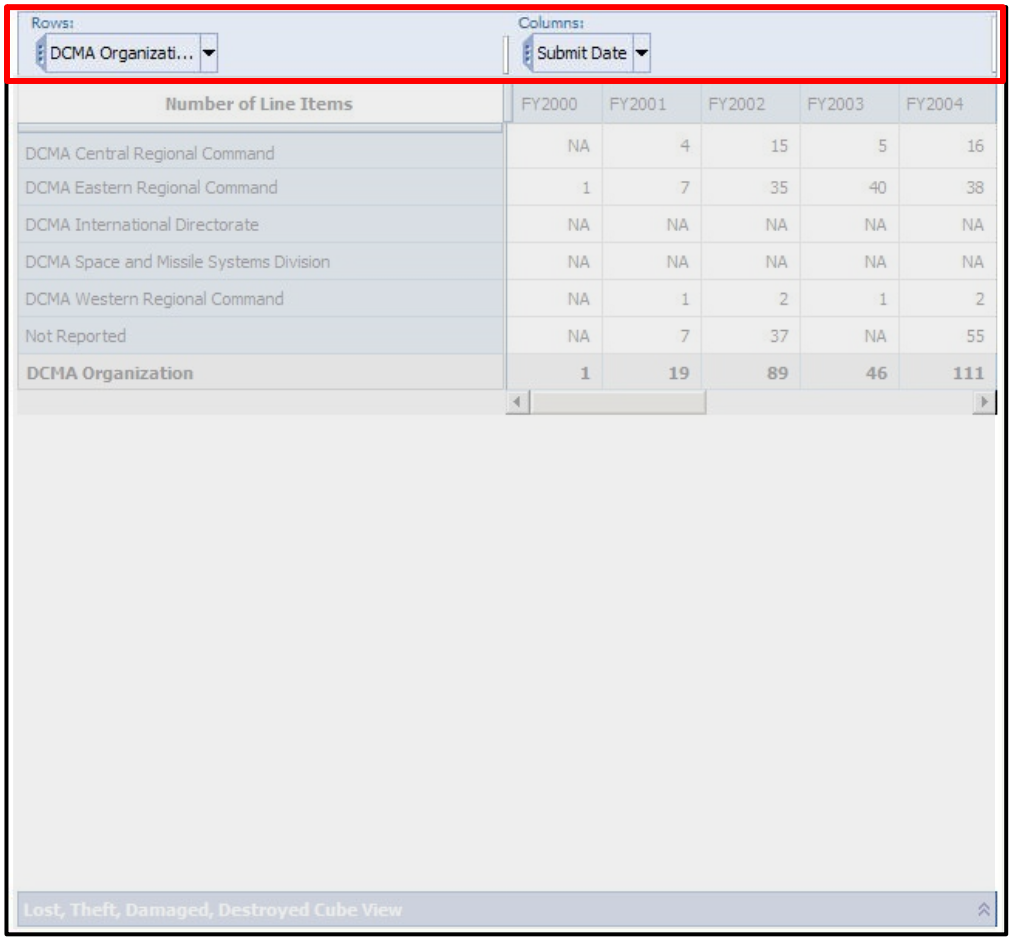
Graphic 3.1.3.1: Source Tree

Topic Four – Overview Area

Purpose of the Overview Area

Use the overview area as a convenient place to explore and change the contents of the work area.
It displays the applied filters and you will be able to rearrange rows and columns, drill up or down, and provide context for the work area (covered in Lesson Two).

You can also add dimensions to your work area by dragging them from the source tree and dropping them in the overview area.



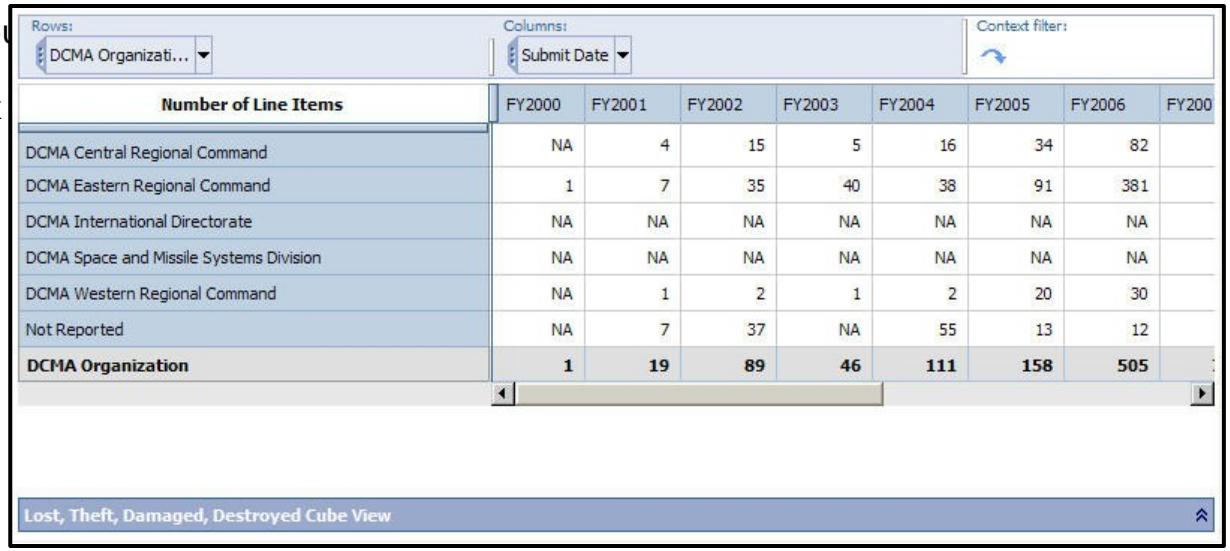
Graphic 3.1.4.1: Overview Area

Context Filter

In addition to the rows and columns you also have the Context Filter.

The context you specify applies as a whole to the work area. For example, you can drag Submit Date from the Source Tree to the context area. When you click a specific Fiscal Year (FY) from the list, the values in the crosstab changes to represent data for that fiscal year. See the example in the graphic to the right.

We'll look at how to add data to the Overview Area and the Work Space in Lesson Two.



Graphic 3.1.4.1: Overview Area - Context Filter

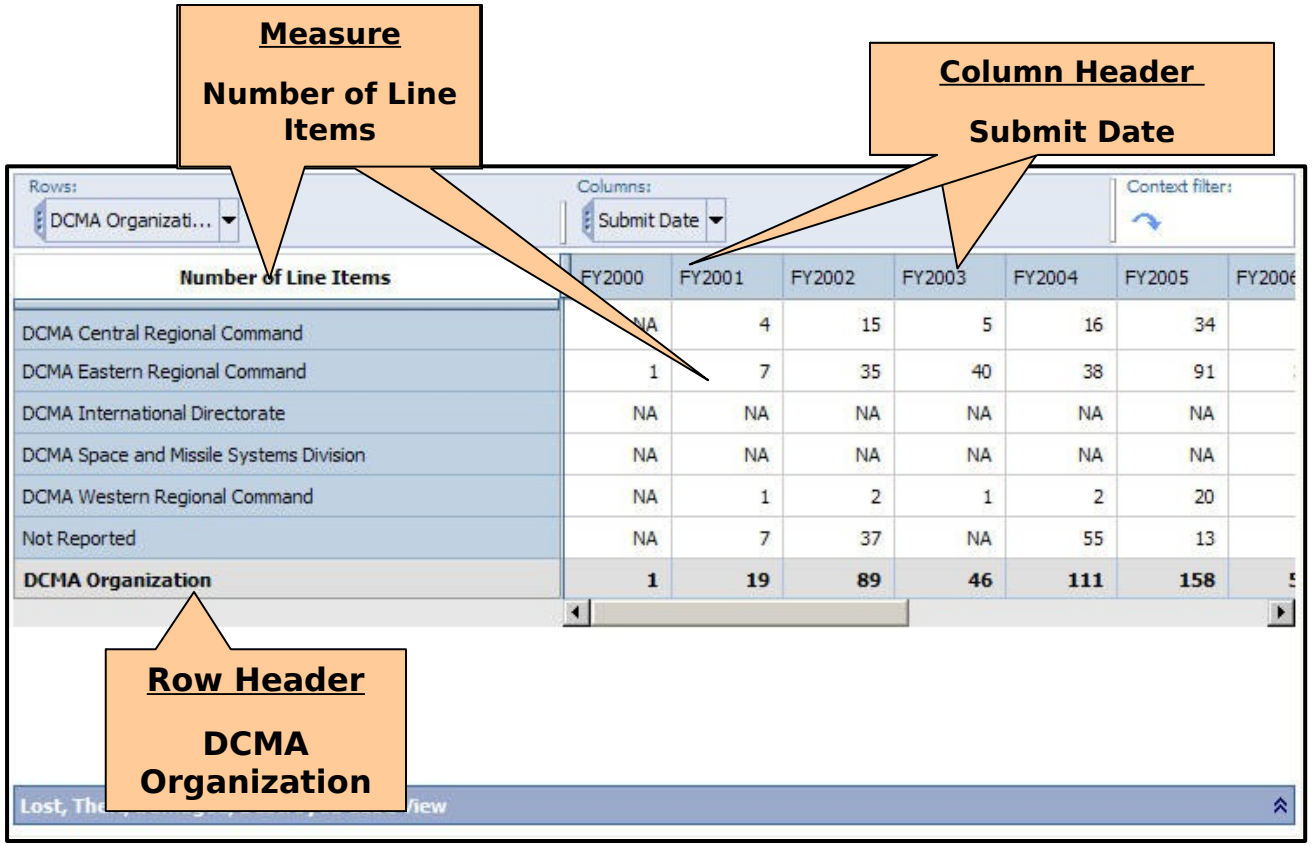
Using the Work Area

The Source Tree and the Overview are the tools you will use in Analysis Studio to analyze and manipulate the content your want to view in your cube.

The Work Area displays the end result of the information you pulled in to analyze.

As you decide what data to analyze you will view it in the crosstab view, as seen in the graphic to the right. The data will be presented in columns and rows.

The column header contains all of the DCMA Divisions. The row headers contain the Receiving Organizations. The measure is displayed in the top left cell. In this example, the measure is Total Dollar Value of Contracts.

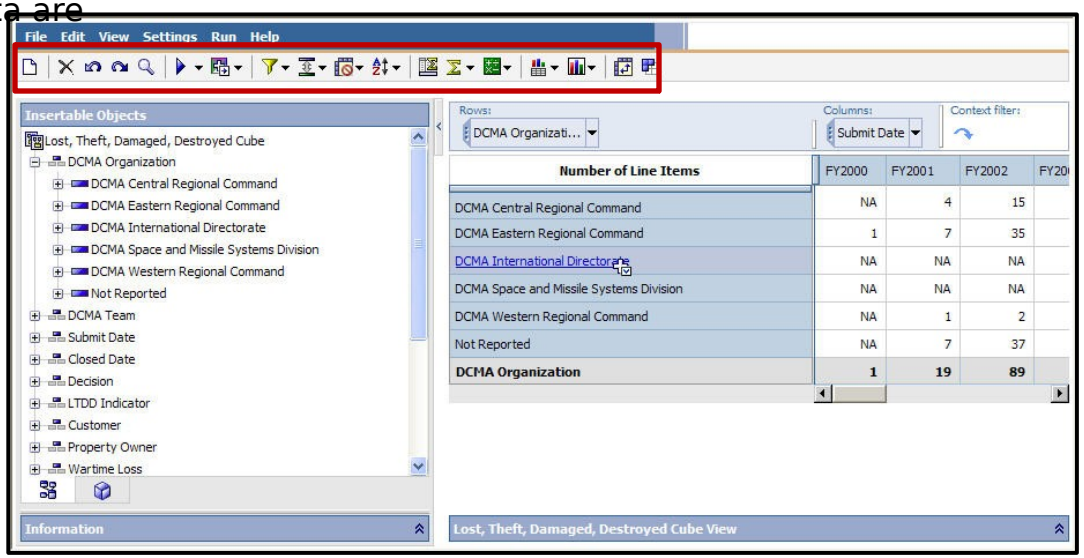


Graphic 3.1.5.1: Cross Tab View

LTDD 3.0 Toolbar

Graphic 3.1.6.2 shows the toolbar with some basic tools circled that can be used to manipulate how data are displayed.

Icon	Name	Description
	Run	Export data to Adobe Acrobat, Excel, or a comma-separated value file
	Top or Bottom	Limit data to the top or bottom values of a set
	Zero suppression	Show or hide zero values
	Sort	Sort Rows or Columns in ascending or descending order by labels or values
	Chart	View the data as a bar chart, graph, or other graphic
	Swap	Switch columns to rows, or vice versa



Graphic 3.1.6.1: Cube Layout

Graphic 3.1.6.2: Cubes Toolbar

Module Three – Loss Theft Damaged Destroyed (LTDD) Cubes

Lesson Two – Choosing and Limiting Data

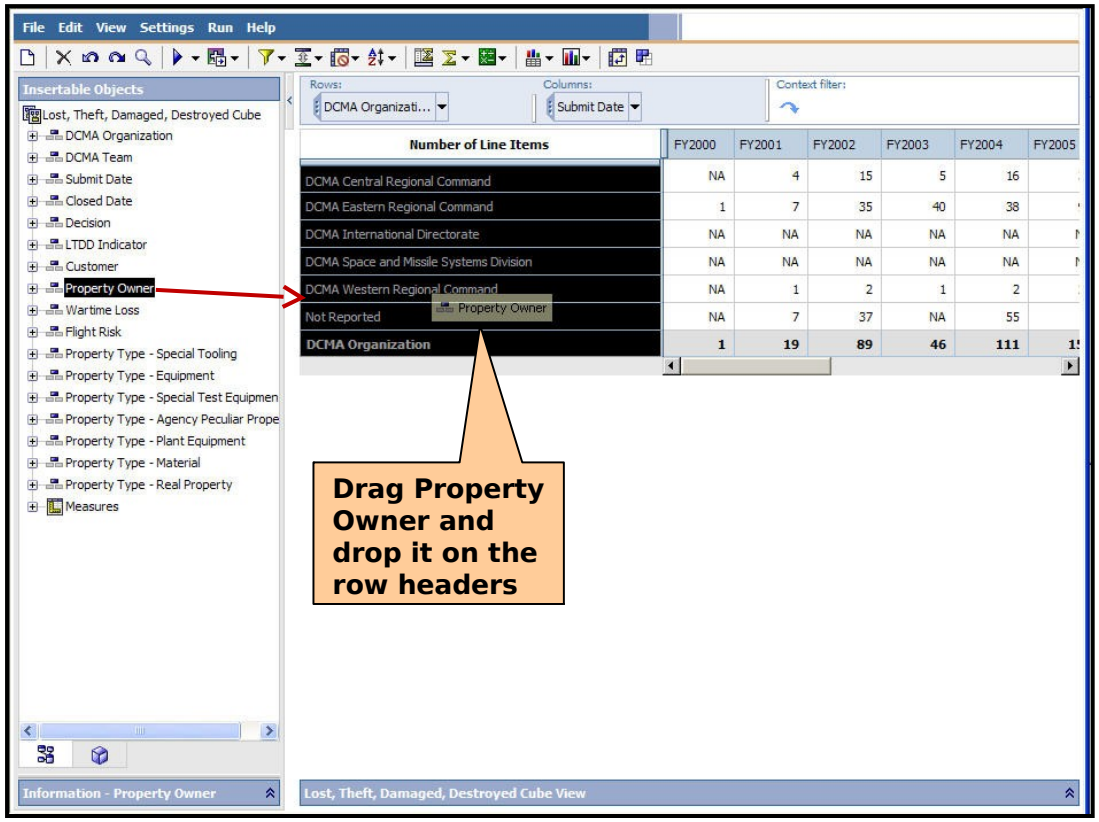
Topic One	Choosing Data
Topic Two	Context Filter
Topic Three	Exclude
Topic Four	Top or Bottom Values
Topic Five	Suppress Zeros

Use the Source Tree to Analyze Data

As discussed in the previous lesson, the source tree contains a hierarchy of all the data available for analysis.

To begin your analysis, you can drag and drop the data from the source tree to the region on the work area you would like presented.

Drag Dimensions from Source Tree to Work Area (Graphic 3.2.1.1 – 3.2.1.2)	
1.	*Click and Hold Down on* the **Property Owner** dimension.
2.	*Drag* the **Property Owner** dimension to the Work Area**.**
3.	*Hover* over the **Row Header**. • The row headers will highlight in black. This lets you know where the dimension will appear when you release the mouse
4.	*Release* the **Mouse** button.

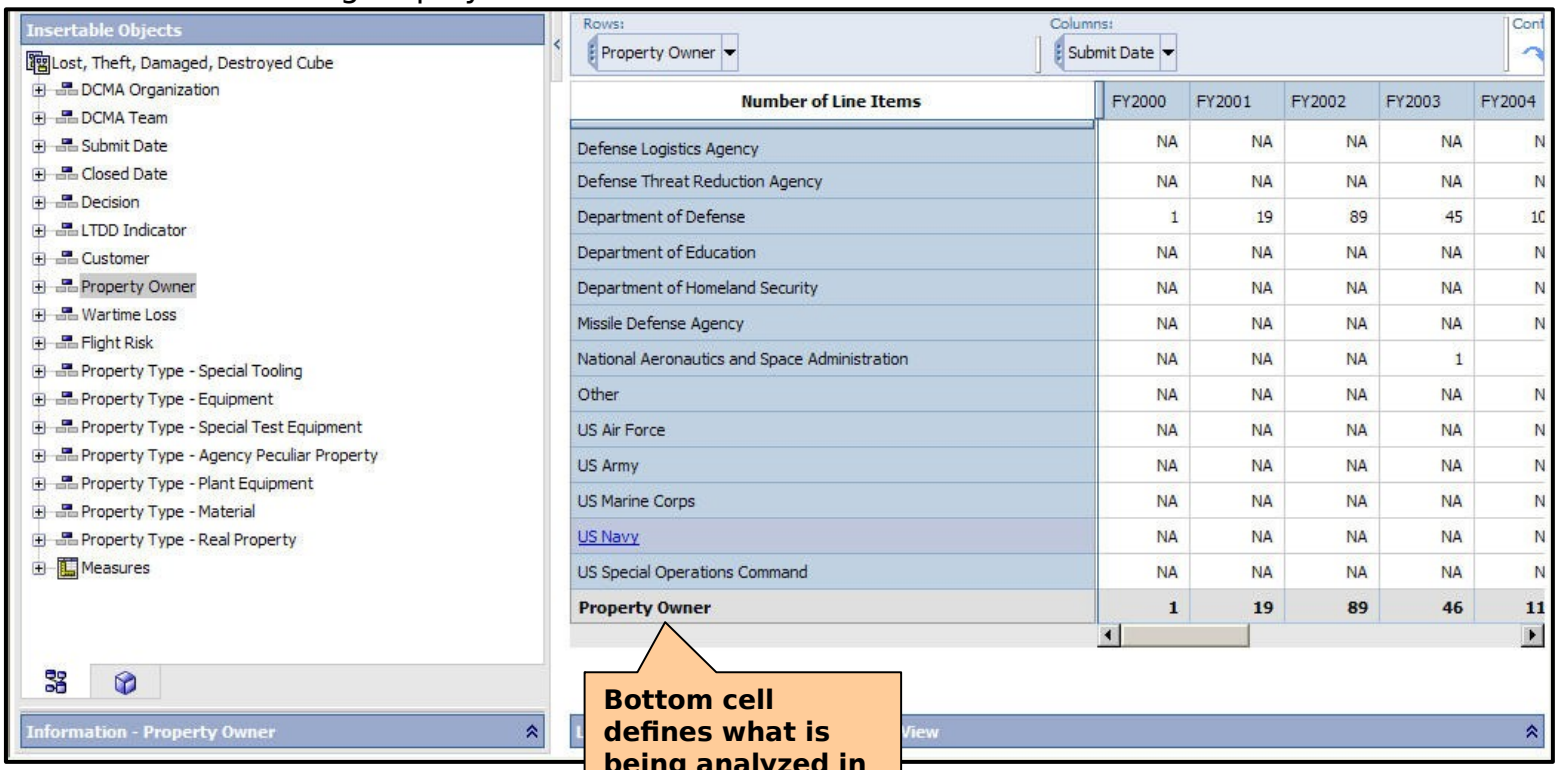

File Edit View Settings Run Help
Insertable Objects
Lost, Theft, Damaged, Destroyed Cube
DCMA Organization
DCMA Team
Submit Date
Closed Date
Decision
LTDD Indicator
Customer
Property Owner
Wartime Loss
Flight Risk
Property Type - Special Tooling
Property Type - Equipment
Property Type - Special Test Equipmen
Property Type - Agency Peculiar Prope
Property Type - Plant Equipment
Property Type - Material
Property Type - Real Property
Measures
Rows:
DCMA Organizati...
Columns:
Submit Date
Context filter:
Number of Line Items
FY2000 FY2001 FY2002 FY2003 FY2004 FY2005
DCMA Central Regional Command NA 4 15 5 16
DCMA Eastern Regional Command 1 7 35 40 38
DCMA International Directorate NA NA NA NA NA
DCMA Space and Missile Systems Division NA NA NA NA NA
DCMA Western Regional Command NA 1 2 1 2
Not Reported NA 7 37 NA 55
DCMA Organization 1 19 89 46 111
Property Owner
Drag Property Owner and drop it on the row headers
Information - Property Owner
Lost, Theft, Damaged, Destroyed Cube View

Graphic 3.2.1.1: Drag and Drop from Source Tree

Topic One – Choosing Data

Use the Source Tree to Analyze Data

The Graphic below is the result of the previous exercise. Notice that the row headers display the Timeliness. The label at the bottom of the row headers identify the data that is being displayed.


Insertable Objects
Lost, Theft, Damaged, Destroyed Cube
DCMA Organization
DCMA Team
Submit Date
Closed Date
Decision
LTDD Indicator
Customer
Property Owner
Wartime Loss
Flight Risk
Property Type - Special Tooling
Property Type - Equipment
Property Type - Special Test Equipment
Property Type - Agency Peculiar Property
Property Type - Plant Equipment
Property Type - Material
Property Type - Real Property
Measures
Information - Property Owner
Rows:
Property Owner
Columns:
Submit Date
Number of Line Items
FY2000
FY2001
FY2002
FY2003
FY2004
Defense Logistics Agency NA NA NA NA N
Defense Threat Reduction Agency NA NA NA NA N
Department of Defense 1 19 89 45 10
Department of Education NA NA NA NA N
Department of Homeland Security NA NA NA NA N
Missile Defense Agency NA NA NA NA N
National Aeronautics and Space Administration NA NA NA 1
Other NA NA NA NA N
US Air Force NA NA NA NA N
US Army NA NA NA NA N
US Marine Corps NA NA NA NA N
US Navy NA NA NA NA N
US Special Operations Command NA NA NA NA N
Property Owner 1 19 89 46 11
Bottom cell defines what is being analyzed in the rows.

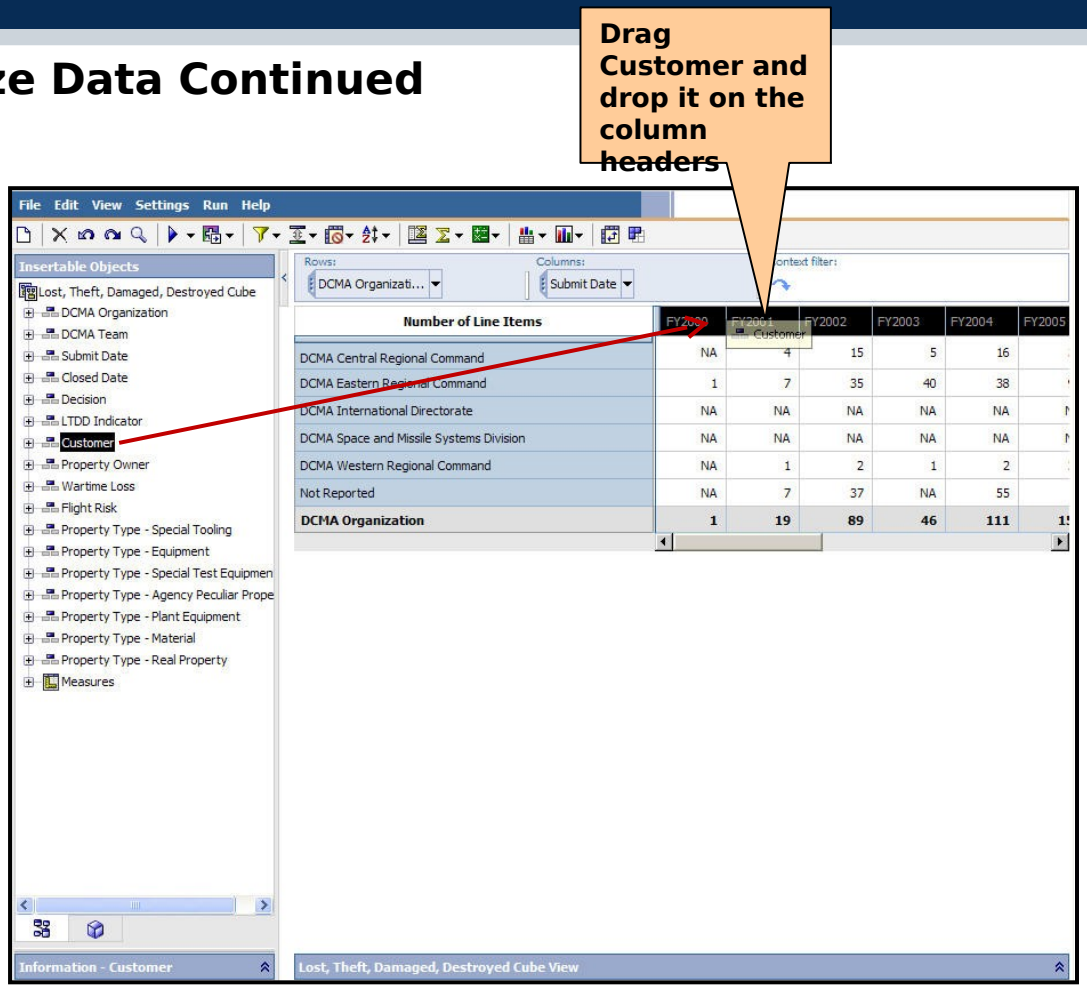
Graphic 3.2.1.2 : Rows Defined as Property Owner

Use the Source Tree to Analyze Data Continued

You can drag any dimension from the source tree to define the data presented in the columns or rows.

In the exercise below, you will drag Status to the column header.

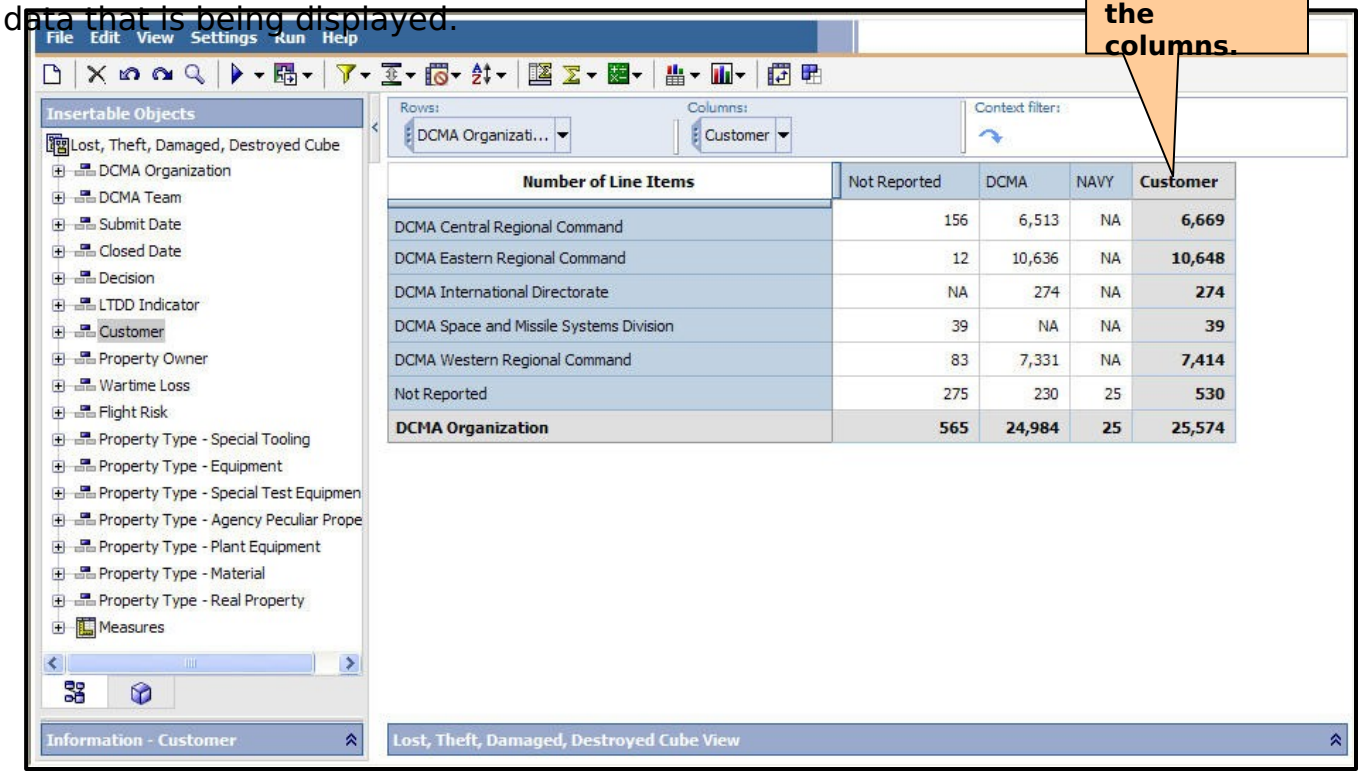
Drag Dimensions from Source Tree to Work Area (Graphic 3.2.1.3 – 3.2.1.4)	
1.	*Click and Hold Down* the **Customer** dimension.
2.	*Drag* the **Customer** dimension to the Work Area**.**
3.	*Hover* over the **Column Header**. • The column headers will highlight in black. This lets you know where the dimension will appear when you release the mouse
4.	*Release* the **Mouse** button. • The Columns are now defined by contract status (see Graphic 3.2.1.4 on the next slide)



Graphic 3.2.1.3: Drag and Drop from Source Tree

Use the Source Tree to Analyze Data

The graphic below is the result of the previous exercise. Notice that the column headers display the Status. The label at the bottom of the row headers identify the data that is being displayed.


Top and far right cell defines what is being analyzed in the columns.
File Edit View Settings Run Help
Insertable Objects
Lost, Theft, Damaged, Destroyed Cube
DCMA Organization
DCMA Team
Submit Date
Closed Date
Decision
LTDD Indicator
Customer
Property Owner
Wartime Loss
Flight Risk
Property Type - Special Tooling
Property Type - Equipment
Property Type - Special Test Equipmen
Property Type - Agency Peculiar Prope
Property Type - Plant Equipment
Property Type - Material
Property Type - Real Property
Measures
Rows: DCMA Organizati...
Columns: Customer
Context filter:
Number of Line Items | Not Reported | DCMA | NAVY | Customer
DCMA Central Regional Command | 156 | 6,513 | NA | 6,669
DCMA Eastern Regional Command | 12 | 10,636 | NA | 10,648
DCMA International Directorate | NA | 274 | NA | 274
DCMA Space and Missile Systems Division | 39 | NA | NA | 39
DCMA Western Regional Command | 83 | 7,331 | NA | 7,414
Not Reported | 275 | 230 | 25 | 530
DCMA Organization | 565 | 24,984 | 25 | 25,574
Information - Customer
Lost, Theft, Damaged, Destroyed Cube View

Graphic 3.2.1.4: Columns Defined as Status

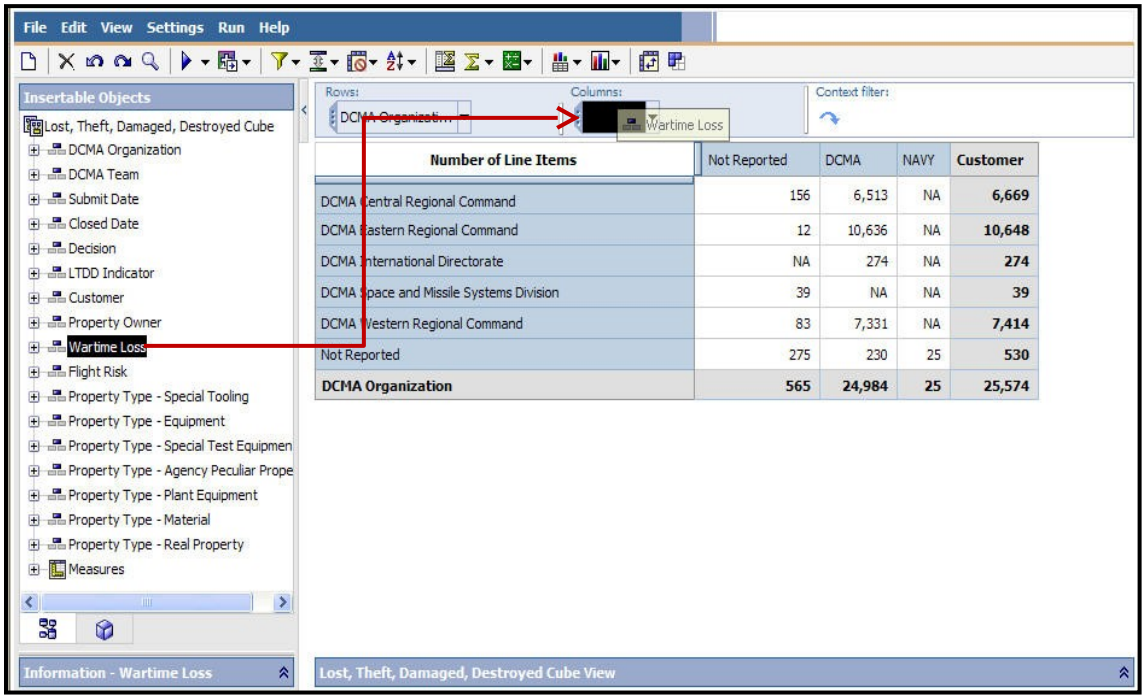
Drag Dimension from the Source Tree to the Overview Area

Another way to define the data in the columns and/or rows is to drag your dimensions to the overview area.

In the Overview Area there is a section for Rows, one for Columns and one for Context Filter.

The steps below walk you through dragging and dropping dimensions to the Overview Area.

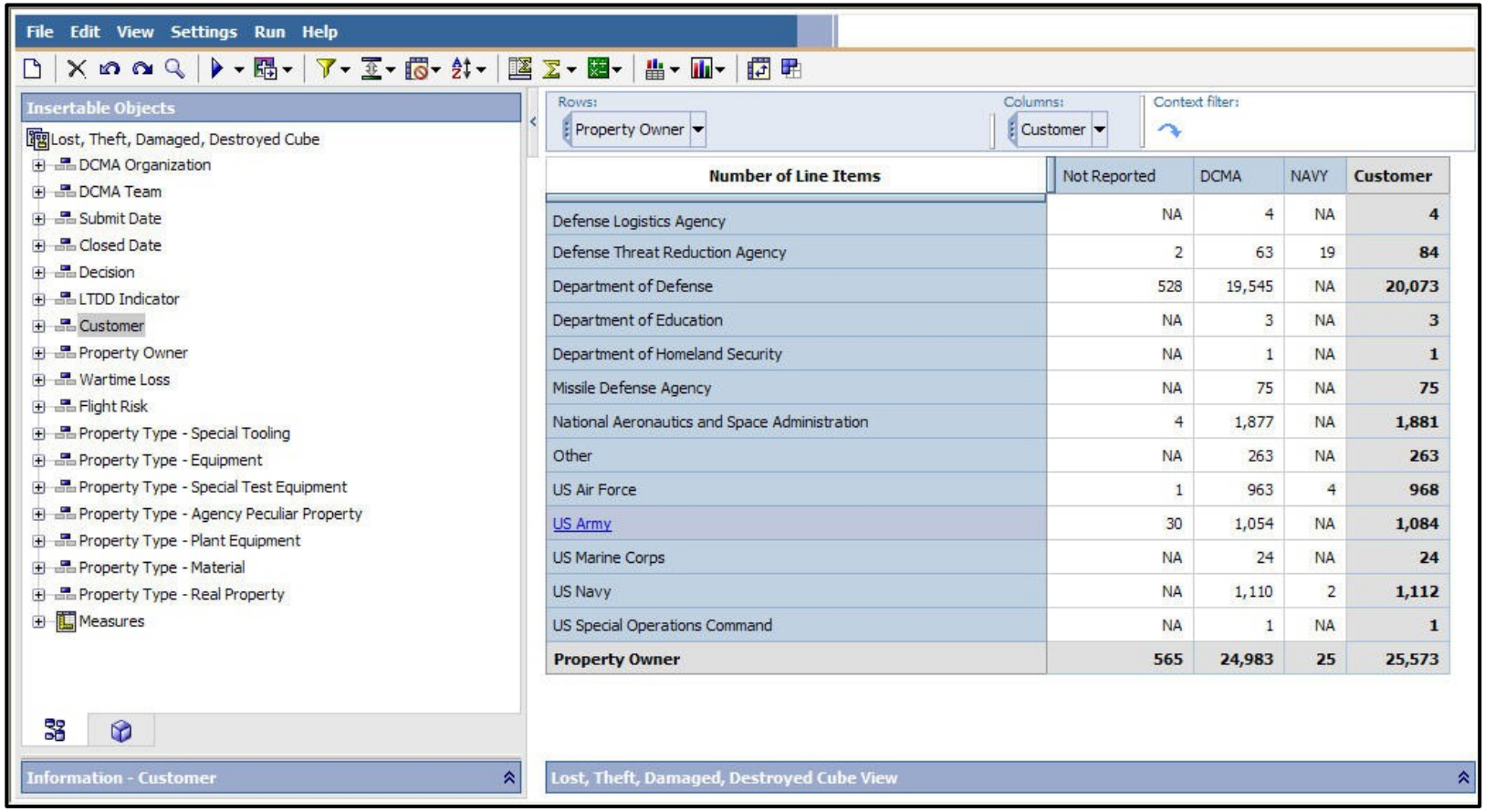
Drag Dimensions from Source Tree to Overview Area (Graphic 3.2.1.5 – 3.2.1.6)	
1.	*Click and Hold Down* the **Wartime Loss** dimension.
2	*Drag* the **Wartime Loss** dimension to the Columns section.
3.	*Hover* over the **Columns box** till it highlights in black (Graphic 3.2.1.5)
4.	*Release* the **mouse** button. • The Columns are now defined by the Submit Date (see Graphic 3.2.1.6 on next slide)



Graphic 3.2.1.5 : Submit Date Dropped on Columns in Overview Area

Drag Dimension from the Source Tree to the Overview Area

The graphic below displays the result of the previous exercise.



Number of Line Items	Not Reported	DCMA	NAVY	Customer
Defense Logistics Agency	NA	4	NA	**4**
Defense Threat Reduction Agency	2	63	19	**84**
Department of Defense	528	19,545	NA	**20,073**
Department of Education	NA	3	NA	**3**
Department of Homeland Security	NA	1	NA	**1**
Missile Defense Agency	NA	75	NA	**75**
National Aeronautics and Space Administration	4	1,877	NA	**1,881**
Other	NA	263	NA	**263**
US Air Force	1	963	4	**968**
US Army	30	1,054	NA	**1,084**
US Marine Corps	NA	24	NA	**24**
US Navy	NA	1,110	2	**1,112**
US Special Operations Command	NA	1	NA	**1**
Property Owner	**565**	**24,983**	**25**	**25,573**

Graphic 3.2.1.6 : Dimension Replaced in Overview Area

Topic Two – Context Filter

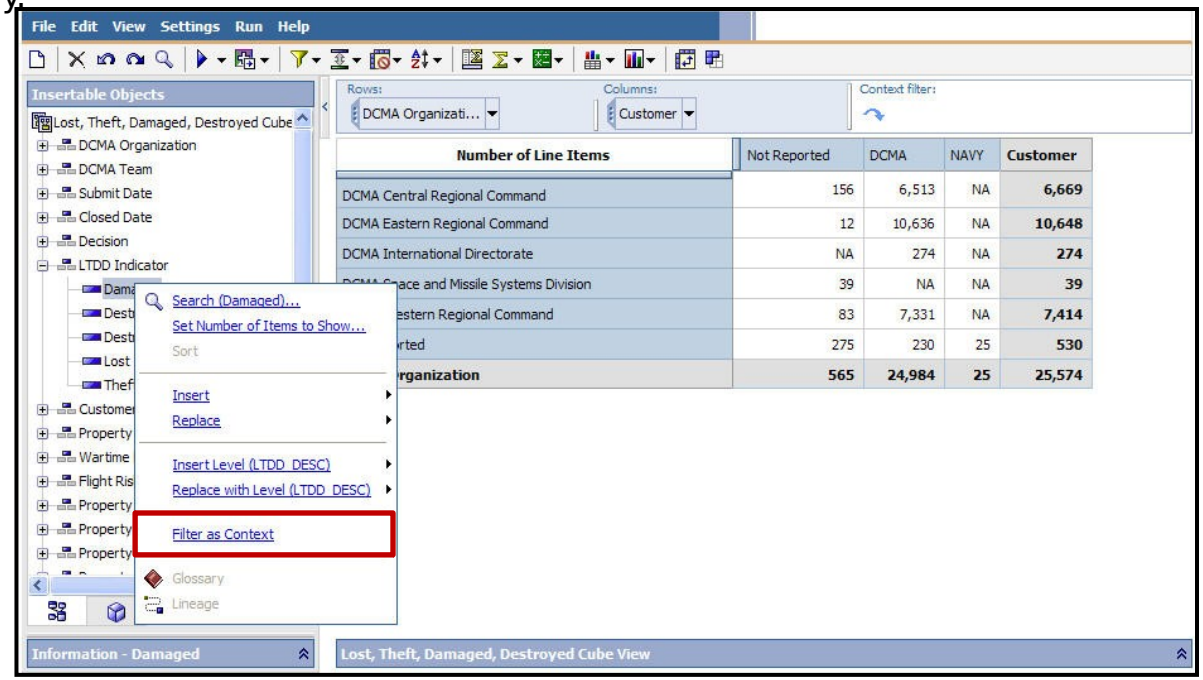
Filtering Options

Filtering limits the view of information within the cube and displays the information based on the filters you apply.

You can limit data by :

- Using Context filters
- Excluding unwanted information
- Applying a top or bottom rule
- Removing rows or columns with zero values

Filtering Using Context Filters (Graphics 3.2.2.1 & 3.2.2.2)	
1.	*Right-click* on **desired folder**. • In the example, **FY 2010 Submit Date** was right-clicked • A drop-down menu appears
2	*Select* **Filter as Context** from the drop-down menu (Graphic 3.2.2.1). • The cube view will update and show the Total Dollar Value of Contracts submitted in FY 2010 (see Graphic 3.2.2.2 on next slide)



Graphic 3.2.2.1: Dimensions Folders

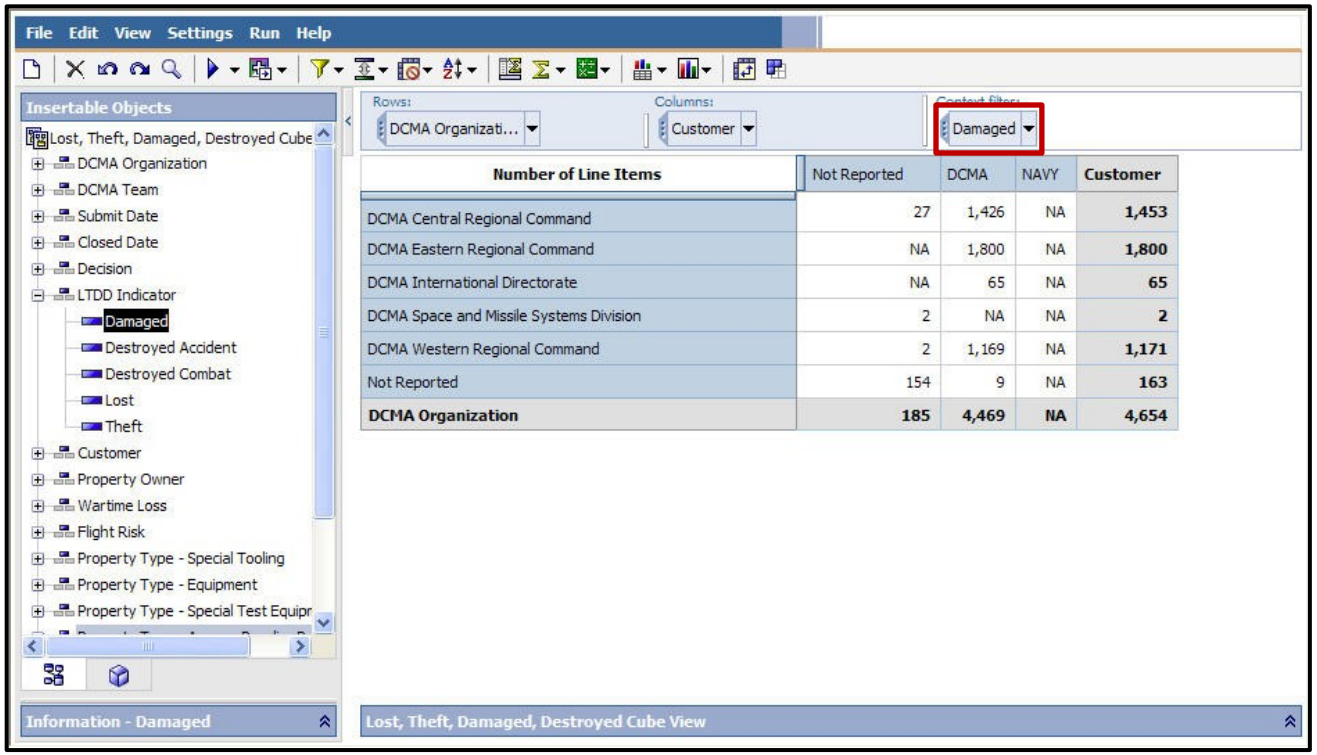
Note: You can also drag FY 2010 from the Submit Date list into the Context filter section of the overview area.

Topic Two – Context Filter

Filtering Options

On the previous slide, we used the Dimensions Folders to select Damaged from the LTDD Indicator list as the filter.

The results displays the Number of Line Items by organization and customer, filtered by the number of cases of damage (Graphic 3.2.2.2).

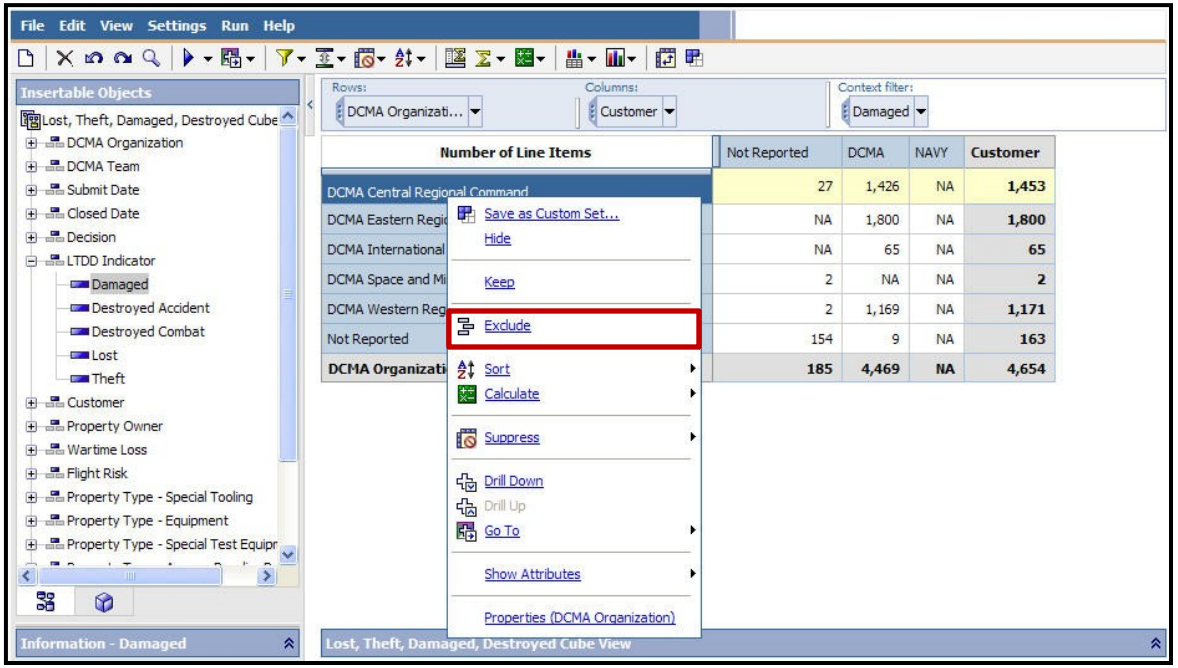

File Edit View Settings Run Help
Insertable Objects
Lost, Theft, Damaged, Destroyed Cube
DCMA Organization
DCMA Team
Submit Date
Closed Date
Decision
LTDD Indicator
Damaged
Destroyed Accident
Destroyed Combat
Lost
Theft
Customer
Property Owner
Wartime Loss
Flight Risk
Property Type - Special Tooling
Property Type - Equipment
Property Type - Special Test Equipr
Information - Damaged
Rows:
DCMA Organizati...
Columns:
Customer
Damaged
Number of Line Items | Not Reported | DCMA | NAVY | Customer
DCMA Central Regional Command | 27 | 1,426 | NA | 1,453
DCMA Eastern Regional Command | NA | 1,800 | NA | 1,800
DCMA International Directorate | NA | 65 | NA | 65
DCMA Space and Missile Systems Division | 2 | NA | NA | 2
DCMA Western Regional Command | 2 | 1,169 | NA | 1,171
Not Reported | 154 | 9 | NA | 163
DCMA Organization | 185 | 4,469 | NA | 4,654
Lost, Theft, Damaged, Destroyed Cube View

Graphic 3.2.2.2: Result of Filtering Using Context Filter

Exclude Items

Using the exclude option is another way to filter your data. Using this option enables you to exclude the value from being displayed and hides the row or column from the cube view.

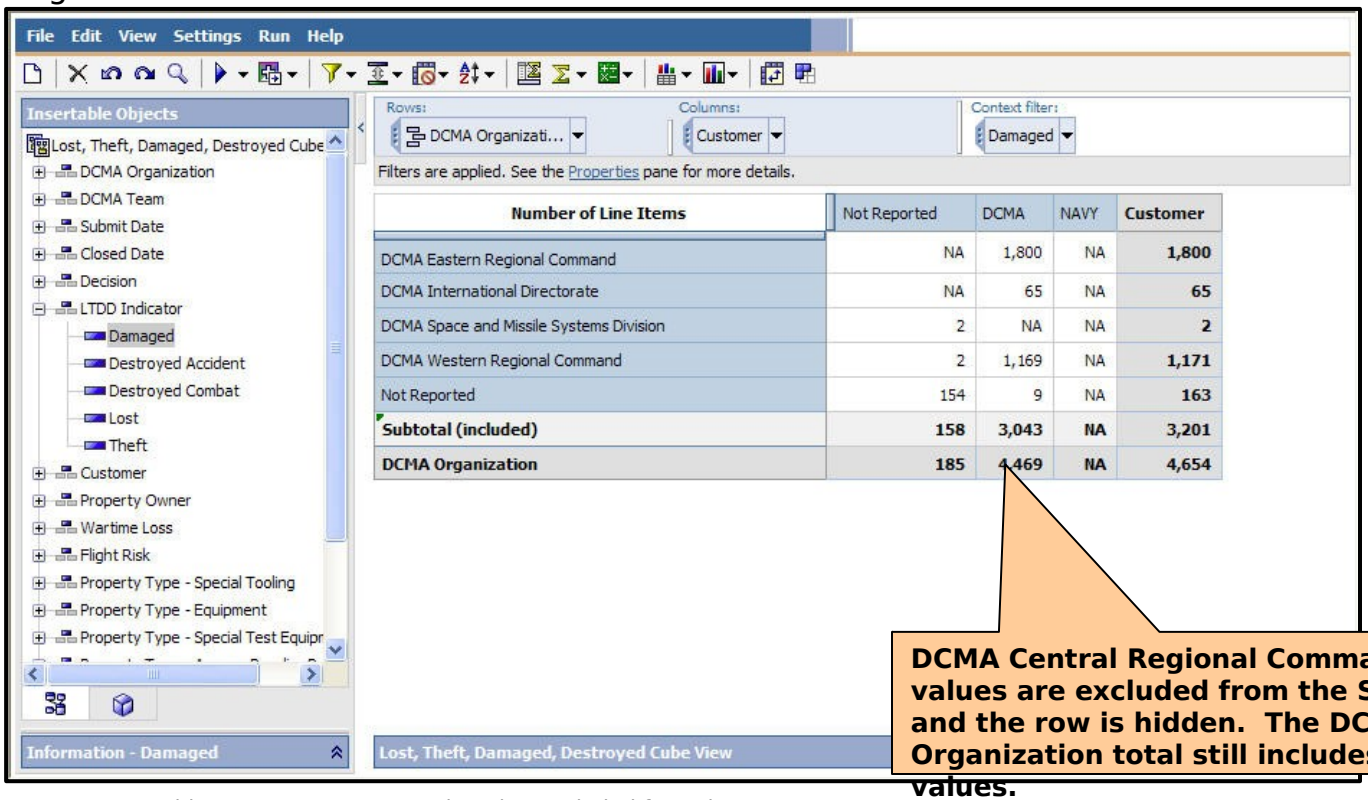
Filtering Using Exclude (Graphic 3.2.3.1 & 3.2.3.2)	
1.	*Right-click* a **row or column**. • For this exercise, select the DCMA Central Regional Command row.
2.	*Click* **Exclude**. • The Work Area will display without the DCMA Central Region row (see Graphic 3.2.3.2 on next slide)



Graphic 3.2.3.1: Filtering Using Exclude

Exclude Items

The graphic below displays the result of filter using the exclude option for the DCMA Central Region from the Work Area.



Number of Line Items	Not Reported	DCMA	NAVY	Customer
DCMA Eastern Regional Command	NA	1,800	NA	**1,800**
DCMA International Directorate	NA	65	NA	**65**
DCMA Space and Missile Systems Division	2	NA	NA	**2**
DCMA Western Regional Command	2	1,169	NA	**1,171**
Not Reported	154	9	NA	**163**
Subtotal (included)	**158**	**3,043**	**NA**	**3,201**
DCMA Organization	**185**	**4,469**	**NA**	**4,654**

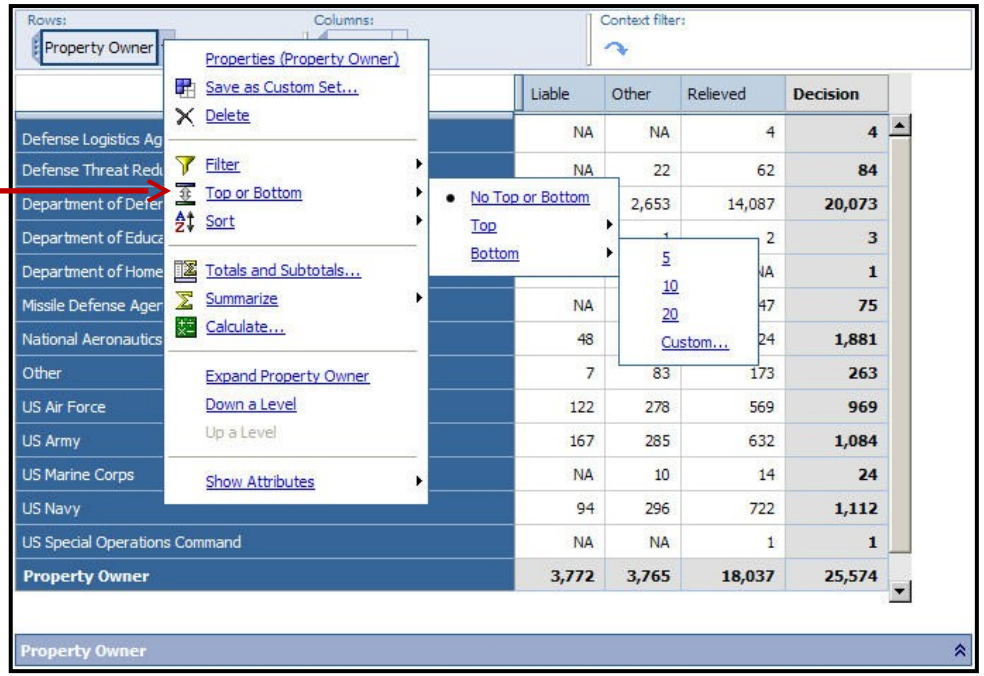
Graphic 3.2.3.2: DCMA Central Region Excluded from the Work Area

Topic Four – Top or Bottom Values

Selecting Top or Bottom Values

You can quickly focus your analysis on items of greater significance by selecting the top or bottom values . For example, you can identify the top 5 Property Owners in terms of numbers of cases where they were relieved of liability.

Select Top Values (Graphic 3.2.4.1 & 3.2.4.2)	
1.	*Right-click* on **Property Owner** in the Overview Area.
2.	*Select* Top or Bottom menu item.
3.	*Select* Top menu item .
4.	*Select* 5 menu item . • The Requesting Organizations with the 5 highest Total Dollar Value of Contracts denied is displayed (see Graphic 3.2.4.2 on next slide)

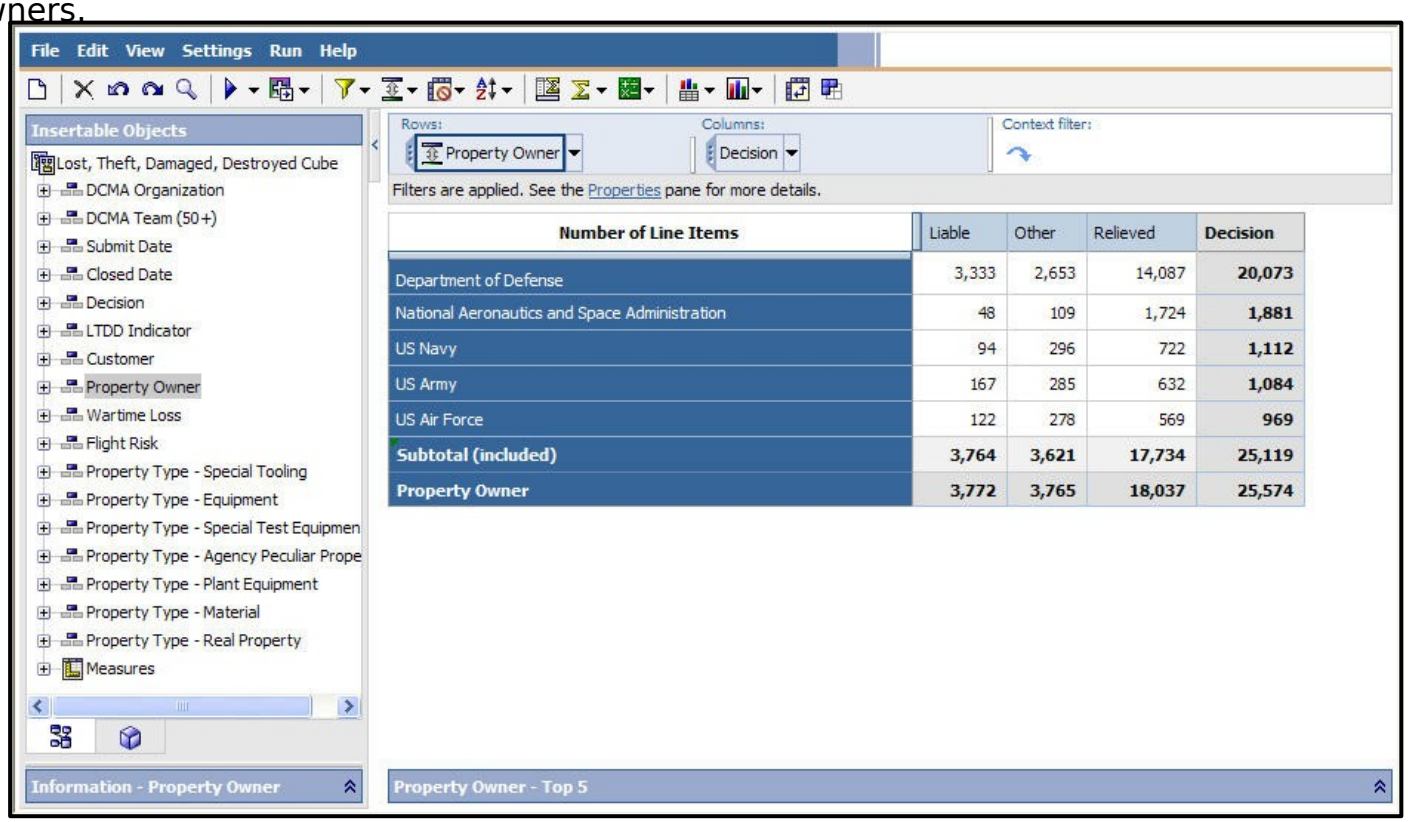


Graphic 3.2.4.1: Selecting Top 5

Topic Four – Top or Bottom Values

Selecting Top or Bottom Values

The graphic below displays the result of selecting the top 5 liability-denied Property Owners.



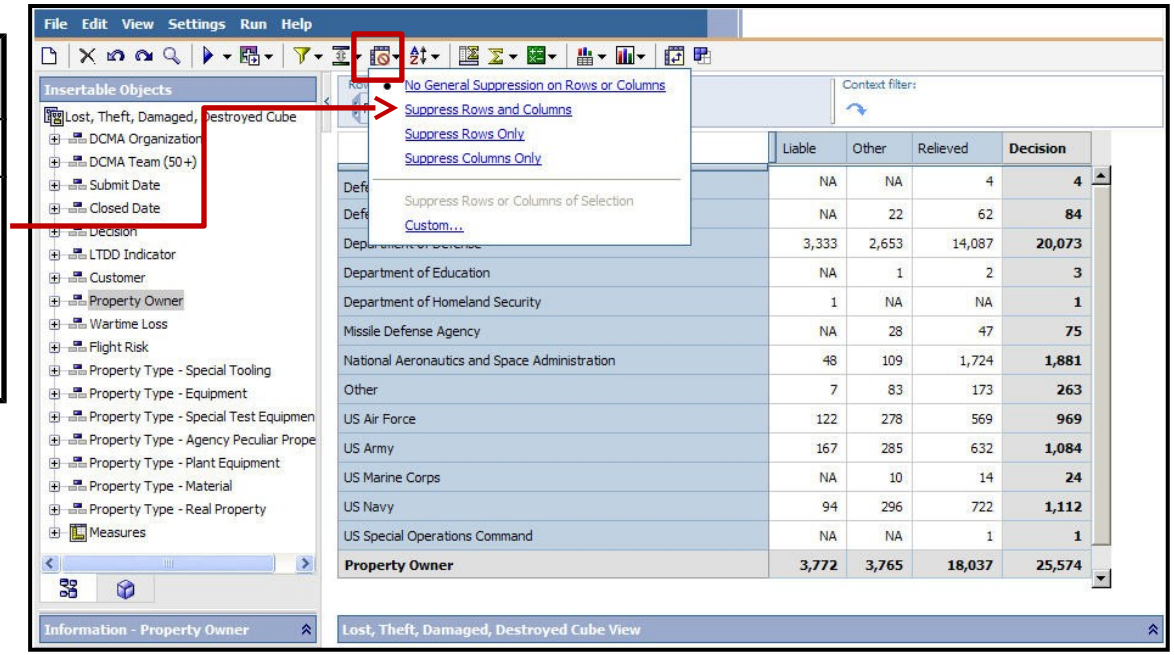
Number of Line Items	Liable	Other	Relieved	Decision
Department of Defense	3,333	2,653	14,087	**20,073**
National Aeronautics and Space Administration	48	109	1,724	**1,881**
US Navy	94	296	722	**1,112**
US Army	167	285	632	**1,084**
US Air Force	122	278	569	**969**
Subtotal (included)	**3,764**	**3,621**	**17,734**	**25,119**
Property Owner	**3,772**	**3,765**	**18,037**	**25,574**

Graphic 3.2.4.2 : Top 5 Denied Requesting Organizations

Suppressing Zeros and Null Values

You can suppress empty cells in both columns and rows. By default, rows and columns that contain zeros and nulls are removed.

Suppressing all zero and null values (Graphic 3.2.5.1 & 3.2.5.2)	
1.	*Click* on the Toolbar.
2.	*Select* **Suppress Rows and Columns** menu item. • Rows and columns with all zeros are hidden (see Graphic 3.2.5.2 on next page)

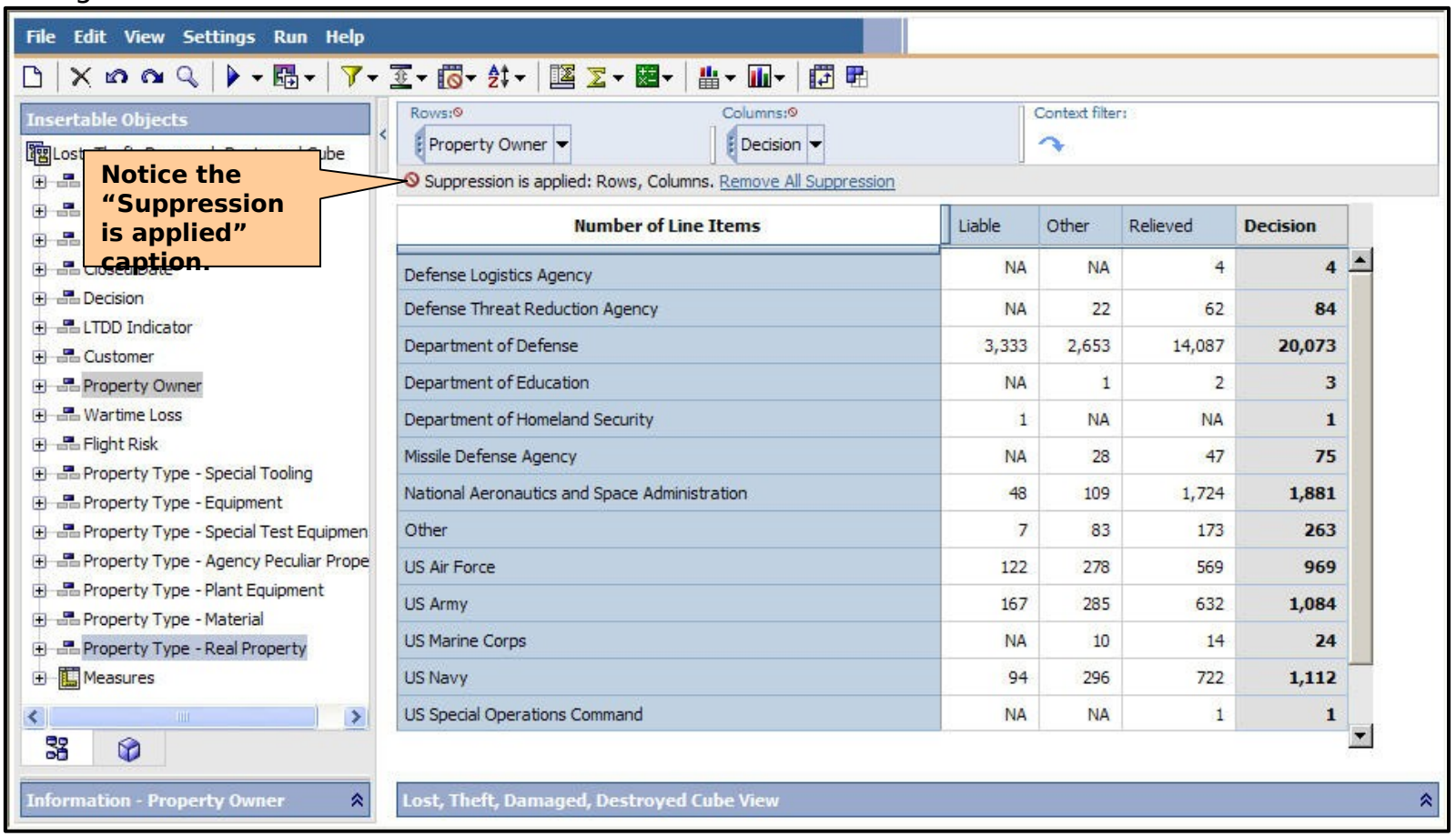

File Edit View Settings Run Help
Insertable Objects
Lost, Theft, Damaged, Destroyed Cube
DCMA Organization
DCMA Team (50+)
Submit Date
Closed Date
Decision
LTDD Indicator
Customer
Property Owner
Wartime Loss
Flight Risk
Property Type - Special Tooling
Property Type - Equipment
Property Type - Special Test Equipmen
Property Type - Agency Peculiar Prope
Property Type - Plant Equipment
Property Type - Material
Property Type - Real Property
Measures
No General Suppression on Rows or Columns
Suppress Rows and Columns
Suppress Rows Only
Suppress Columns Only
Suppress Rows or Columns of Selection
Custom...
Context filter:
Liable Other Relieved Decision
NA NA 4 4
NA 22 62 84
3,333 2,653 14,087 20,073
Department of Education NA 1 2 3
Department of Homeland Security 1 NA NA 1
Missile Defense Agency NA 28 47 75
National Aeronautics and Space Administration 48 109 1,724 1,881
Other 7 83 173 263
US Air Force 122 278 569 969
US Army 167 285 632 1,084
US Marine Corps NA 10 14 24
US Navy 94 296 722 1,112
US Special Operations Command NA NA 1 1
Property Owner 3,772 3,765 18,037 25,574
Information - Property Owner
Lost, Theft, Damaged, Destroyed Cube View

Graphic 3.2.5.1: Filtering Using Dimensions Bar

Topic Five – Suppress Zeros

Suppressing Zeros and Null Values

The graphic below displays the result of suppressing zeros.



Number of Line Items	Liable	Other	Relieved	Decision
Defense Logistics Agency	NA	NA	4	**4**
Defense Threat Reduction Agency	NA	22	62	**84**
Department of Defense	3,333	2,653	14,087	**20,073**
Department of Education	NA	1	2	**3**
Department of Homeland Security	1	NA	NA	**1**
Missile Defense Agency	NA	28	47	**75**
National Aeronautics and Space Administration	48	109	1,724	**1,881**
Other	7	83	173	**263**
US Air Force	122	278	569	**969**
US Army	167	285	632	**1,084**
US Marine Corps	NA	10	14	**24**
US Navy	94	296	722	**1,112**
US Special Operations Command	NA	NA	1	**1**

Graphic 3.2.5.2: Suppression applied

Module Two – Duty Free Entry (LTDD) Cubes

Lesson Three – Advanced Analysis Tools

Topic One	Drill Down and Drill Up
Topic Two	Nesting
Topic Three	Swap Rows and Columns
Topic Four	Charts
Topic Five	View Output

Topic One – Drill Down and Drill Up

Drilling Down and Up in the Hierarchy

You can drill down and up to change the focus of your analysis by moving between levels of information.

In the example below, you will drill down to view DCMA Central Regional Command details.

Drill Down (Graphics 3.3.1.1 & 3.3.1.2)	
1.	*Click* on **DCMA Central Regional Command** in the DCMA list (Graphic 3.3.1.1) • The Work Area now displays the items categorized under DCMA Central Regional Command (Graphic 3.3.1.1) • Note that DCMA Central Regional Command now displays at the bottom of the rows – this indicates that it is the parent container for the items displaying as rows
2	*Click* **DCMA Central Regional Command** at the bottom of the row headers in the work area (Graphic 3.3.1.2) • You drill back up and see all DCMA Divisions

Number of Line Items	FY2000	FY2001
DCMA Central Regional Command	NA	4
DCMA Eastern Regional Command	1	7
DCMA International Directorate	NA	NA
DCMA Space and Missile Systems Division	NA	NA
DCMA Western Regional Command	NA	1
Not Reported	NA	7
DCMA Organization	**1**	**19**

Graphic 3.3.1.1: Drill Down

Number of Line Items	FY2000	FY2001	FY2002
DCMA AIMO (S1100A)	NA	3	14
DCMA BELL HELICOPTER FORT WORTH (S4418A)	NA	NA	NA
DCMA BOEING ST. LOUIS (S2606A)	NA	NA	NA
DCMA CHICAGO (S1403A)	NA	NA	1
DCMA DALLAS (S4402A)	NA	NA	NA
DCMA DAYTON (S3605A)	NA	1	NA
DCMA DETROIT (S2305A)	NA	NA	NA
DCMA HUNTSVILLE (S0107A)	NA	NA	NA
DCMA LOCKHEED MARTIN FORT WORTH (S4419A)	NA	NA	NA
DCMA TWIN CITIES (S2401A)	NA	NA	NA
DCMA Central Regional Command	**NA**	**4**	**15**

Graphic 3.3.1.2: Drill Up

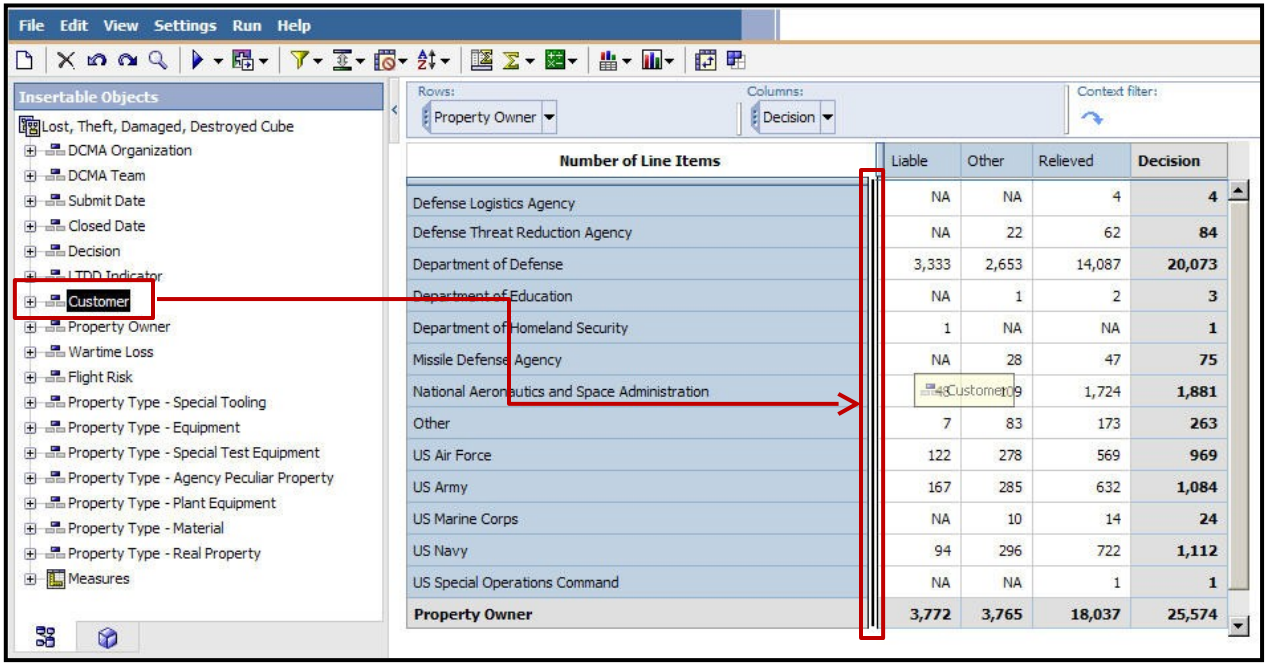
Course Topics

Nesting Cube Data

Nesting displays one set of data as it relates to another set of data.

In the following example, we will nest the **Customer** dimension within the **Property Owner** dimension.

Nesting (Graphics 3.3.2.1– 3.3.2.3)	
1	*Click* and *drag* **Customer** to the border on the right of the row headers. • As you hover your mouse over the border it will display as a blinking black line
2	*Release* the **mouse button** to drop and nest Submit Date to the right of **Property Owner**. • The Work Area now displays Submit Date as it relates to DCMA divisions (see Graphic 3.3.2.2 on next slide)


File Edit View Settings Run Help
Insertable Objects
Lost, Theft, Damaged, Destroyed Cube
DCMA Organization
DCMA Team
Submit Date
Closed Date
Decision
LTDD Indicator
Customer
Property Owner
Wartime Loss
Flight Risk
Property Type - Special Tooling
Property Type - Equipment
Property Type - Special Test Equipment
Property Type - Agency Peculiar Property
Property Type - Plant Equipment
Property Type - Material
Property Type - Real Property
Measures
Rows:
Property Owner
Columns:
Decision
Context filter:
Number of Line Items
Liable
Other
Relieved
Decision
Defense Logistics Agency 4 NA NA 4
Defense Threat Reduction Agency 84 NA 22 62
Department of Defense 20,073 3,333 2,653 14,087
Department of Education 3 NA 1 2
Department of Homeland Security 1 1 NA NA
Missile Defense Agency 75 NA 28 47
National Aeronautics and Space Administration 1,881 109 1,724
Other 263 7 83 173
US Air Force 969 122 278 569
US Army 1,084 167 285 632
US Marine Corps 24 NA 10 14
US Navy 1,112 94 296 722
US Special Operations Command 1 NA NA 1
Property Owner 25,574 3,772 3,765 18,037

Graphic 3.3.2.1: Nesting data

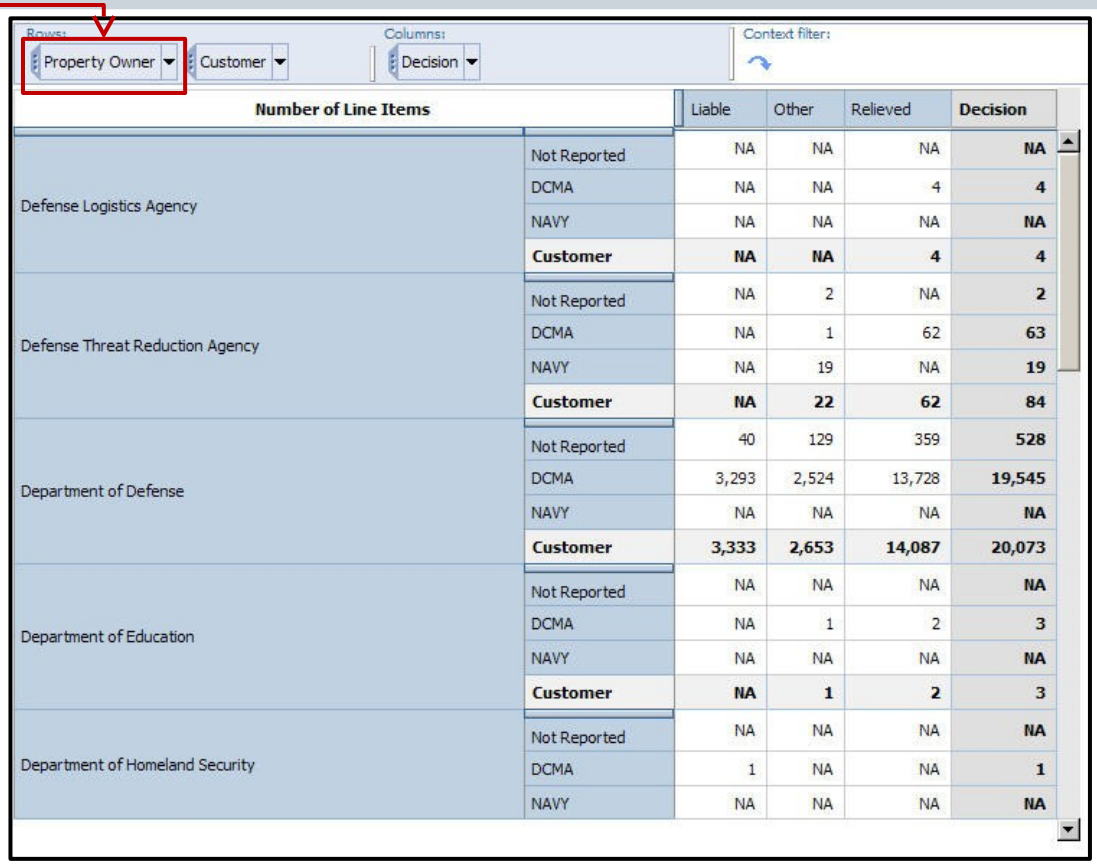
Nesting Using the Overview Area

The graphic to the right shows the results of the exercise on the previous screen. The data displays all of the Poperty Owners broken down by Customers.

Notice that the Overview Area shows a nested Property Owner row to the right of the DCMA columns.

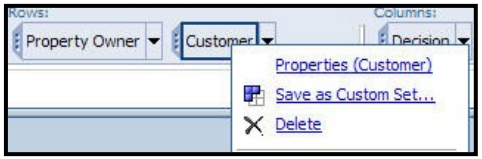
Using the Overview Area is another way you can nest items. You simply drag the dimension from the Source Tree and drag it to the desired nested location in the Overview Area.

Delete Nesting	
1.	*Right-click* the **dimension** in the Overview Area to be deleted. • A menu specific to that row will display • If attempting to remove a nested column you would select the cell to the left of the column headers to be deleted
2.	*Select* **Delete** (Graphic 3.3.2.3).



Number of Line Items		Liable	Other	Relieved	Decision
Defense Logistics Agency	Not Reported	NA	NA	NA	NA
	DCMA	NA	NA	4	4
	NAVY	NA	NA	NA	NA
	Customer	**NA**	**NA**	**4**	**4**
Defense Threat Reduction Agency	Not Reported	NA	2	NA	2
	DCMA	NA	1	62	63
	NAVY	NA	19	NA	19
	Customer	**NA**	**22**	**62**	**84**
Department of Defense	Not Reported	40	129	359	528
	DCMA	3,293	2,524	13,728	19,545
	NAVY	NA	NA	NA	NA
	Customer	**3,333**	**2,653**	**14,087**	**20,073**
Department of Education	Not Reported	NA	NA	NA	NA
	DCMA	NA	1	2	3
	NAVY	NA	NA	NA	NA
	Customer	**NA**	**1**	**2**	**3**
Department of Homeland Security	Not Reported	NA	NA	NA	NA
	DCMA	1	NA	NA	1
	NAVY	NA	NA	NA	NA

Graphic 3.3.2.2: Nest Data Sets in Overview Area



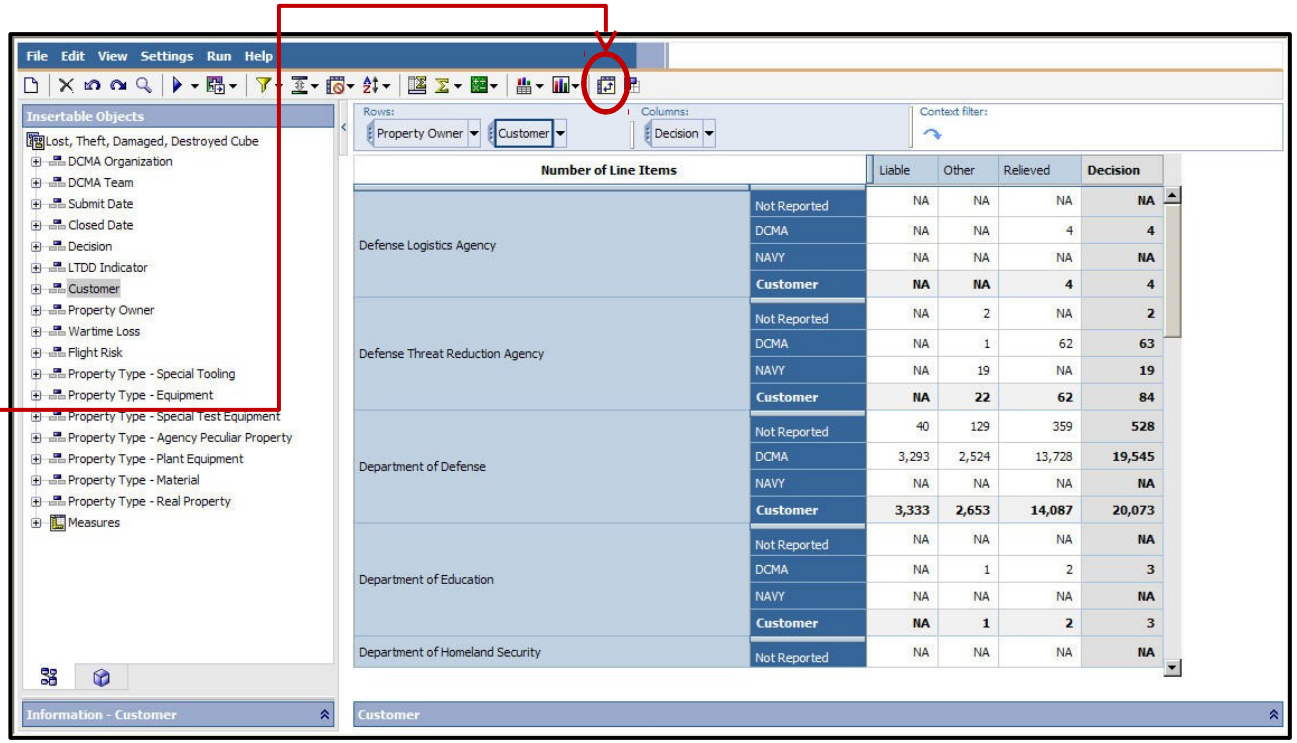
Graphic 3.3.2.3: Delete Nested Data

Topic Three – Swap Rows and Columns

Using the Swap Tool

You can swap rows and columns option to display your data. The following example illustrates how to use the Swap tool to swap rows and columns.

Using Swap Tool (Graphic 3.3.3.1 – 3.3.3.2)	
1.	*Locate* the **Swap icon** on the toolbar at the top of the cube.
2.	*Click* the **Swap icon** to swap the rows and columns**.**

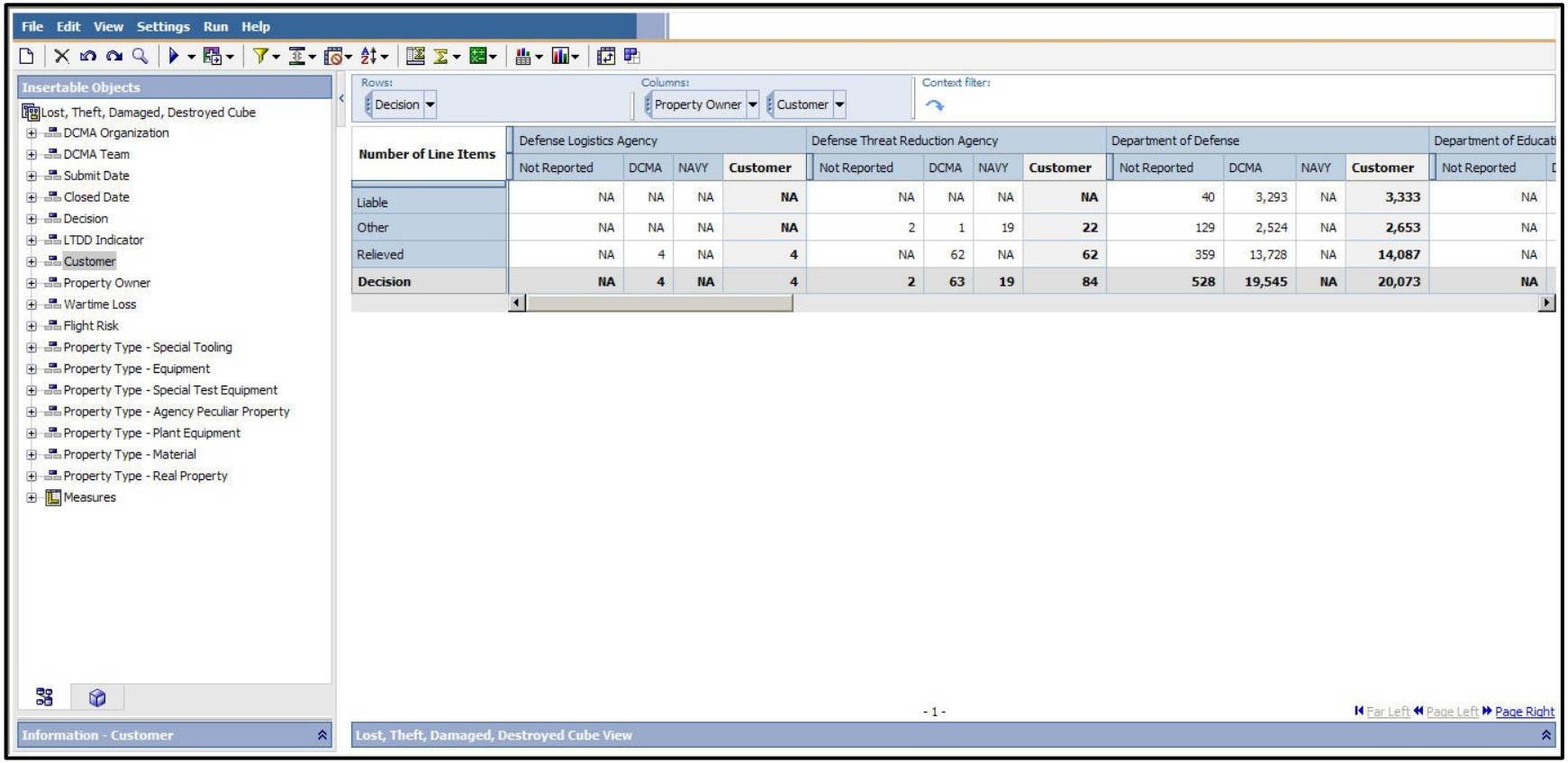


Graphic 3.3.3.1: The Cube View of the Data

Topic Three – Swap Rows and Columns

Using the Swap Tool

The resulting screen displays the rows and columns that have been swapped.


File Edit View Settings Run Help
Insertable Objects
Lost, Theft, Damaged, Destroyed Cube
DCMA Organization
DCMA Team
Submit Date
Closed Date
Decision
LTDD Indicator
Customer
Property Owner
Wartime Loss
Flight Risk
Property Type - Special Tooling
Property Type - Equipment
Property Type - Special Test Equipment
Property Type - Agency Peculiar Property
Property Type - Plant Equipment
Property Type - Material
Property Type - Real Property
Measures
Rows: Decision
Columns: Property Owner Customer
Context filter:
Number of Line Items
Defense Logistics Agency
Defense Threat Reduction Agency
Department of Defense
Department of Educati
Not Reported DCMA NAVY Customer
Liable NA NA NA NA NA NA NA NA 40 3,293 NA 3,333 NA
Other NA NA NA NA 2 1 19 22 129 2,524 NA 2,653 NA
Relieved NA 4 NA 4 NA 62 NA 62 359 13,728 NA 14,087 NA
Decision NA 4 NA 4 2 63 19 84 528 19,545 NA 20,073 NA
- 1 -
Far Left Page Left Page Right
Information - Customer
Lost, Theft, Damaged, Destroyed Cube View

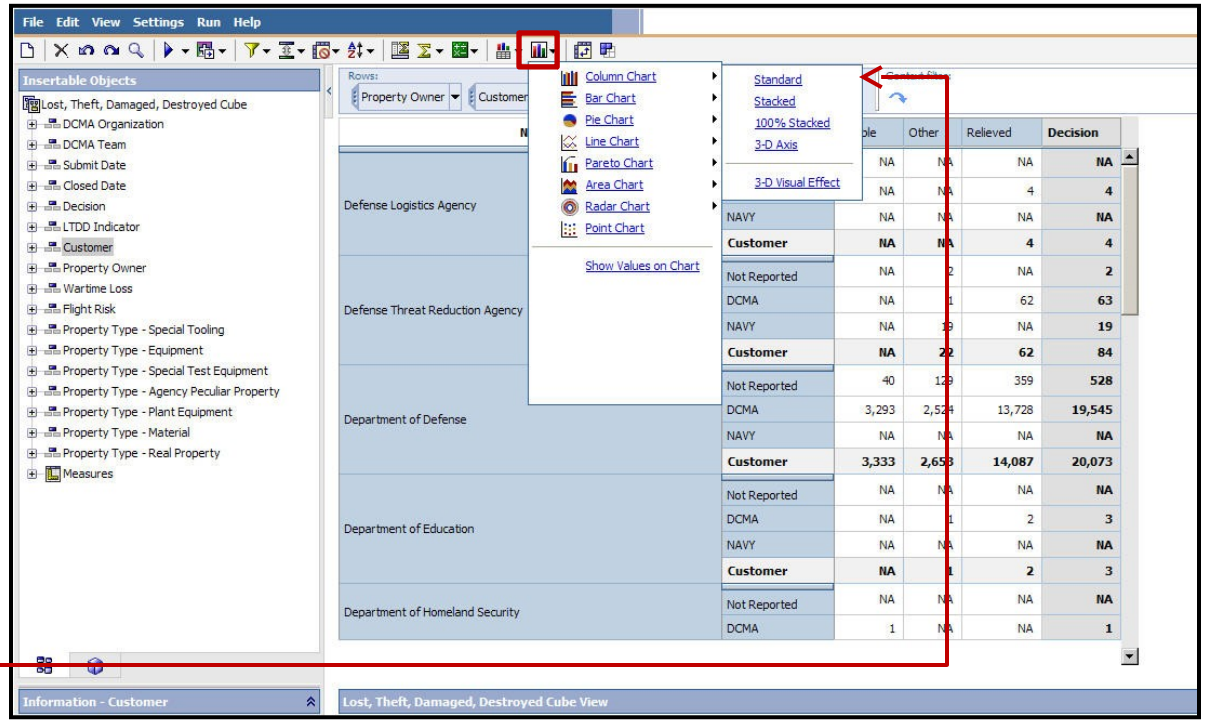
Graphic 3.3.3.2: The Data View as a Result of Using the Swap Tool

Creating Charts

Charts are a graphical way of presenting information. You can use charts to reveal trends and relationships.

In the example below, you will use the chart tool to create a standard column chart.

Using Chart Tool (Graphic 3.3.4.1 & 3.3.4.2)	
1.	*Click* the icon on the toolbar.
2.	*Select* the **Column Chart** menu item.
3.	*Click* the **Standard** menu item. • The chart is displayed above the crosstab (see Graphic 3.3.4.2 on next slide) • You can also choose to show values on the chart.



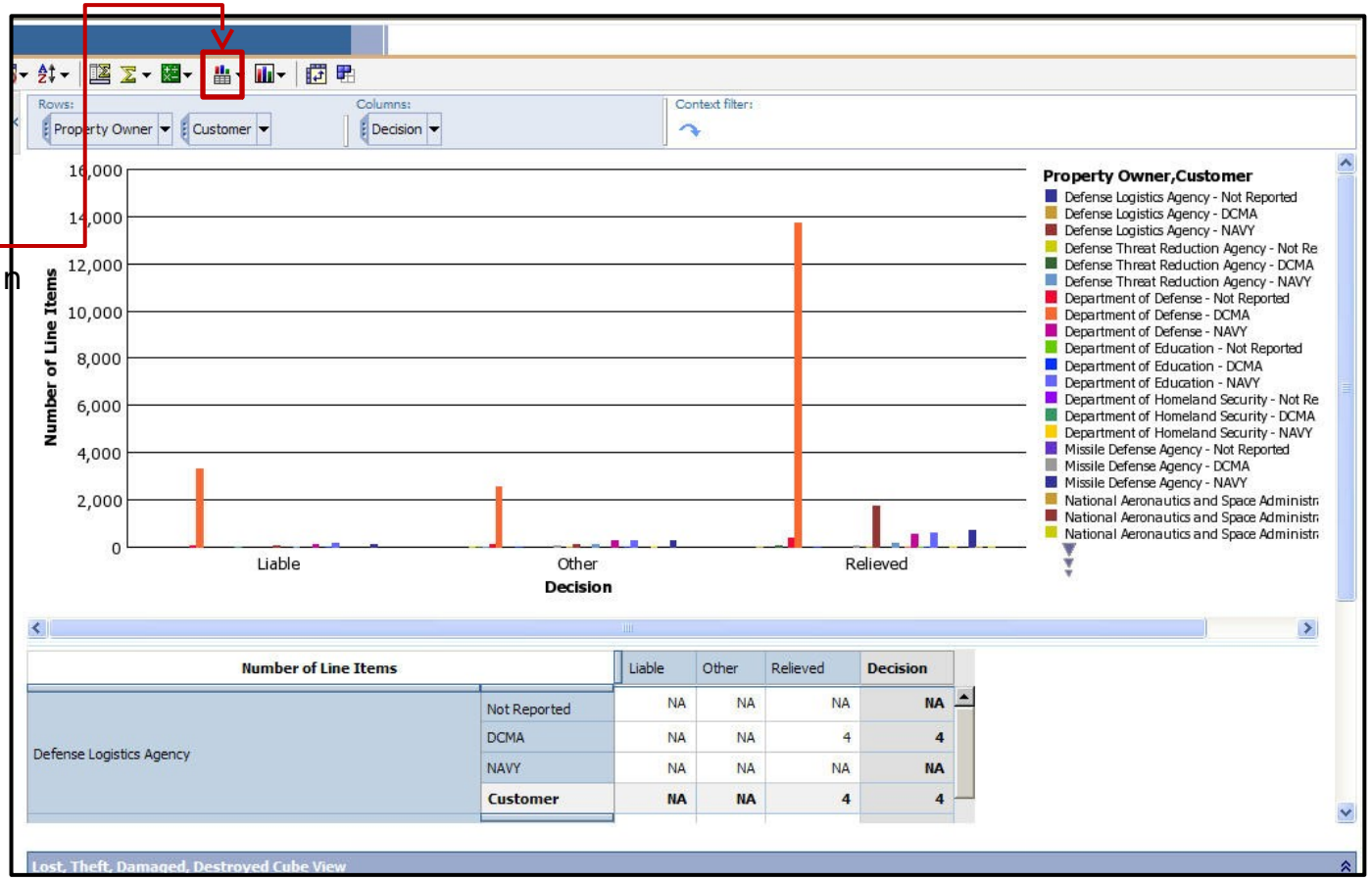
Graphic 3.3.4.1: Using Chart Tool

Topic Four – Charts

Using the Chart Tool

The resulting page display the data in a Chart format (Graphic 3.3.4.2).

Note: You can use the displa utton on the toolbar to display the data in a chart or crosstab view.



Number of Line Items		Liable	Other	Relieved	Decision
Defense Logistics Agency	Not Reported	NA	NA	NA	NA
	DCMA	NA	NA	4	4
	NAVY	NA	NA	NA	NA
	Customer	**NA**	**NA**	**4**	**4**

Lost, Theft, Damaged, Destroyed Cube View

Graphic 3.3.4.2: Chart and Crosstab Displayed

Topic Five – View Output

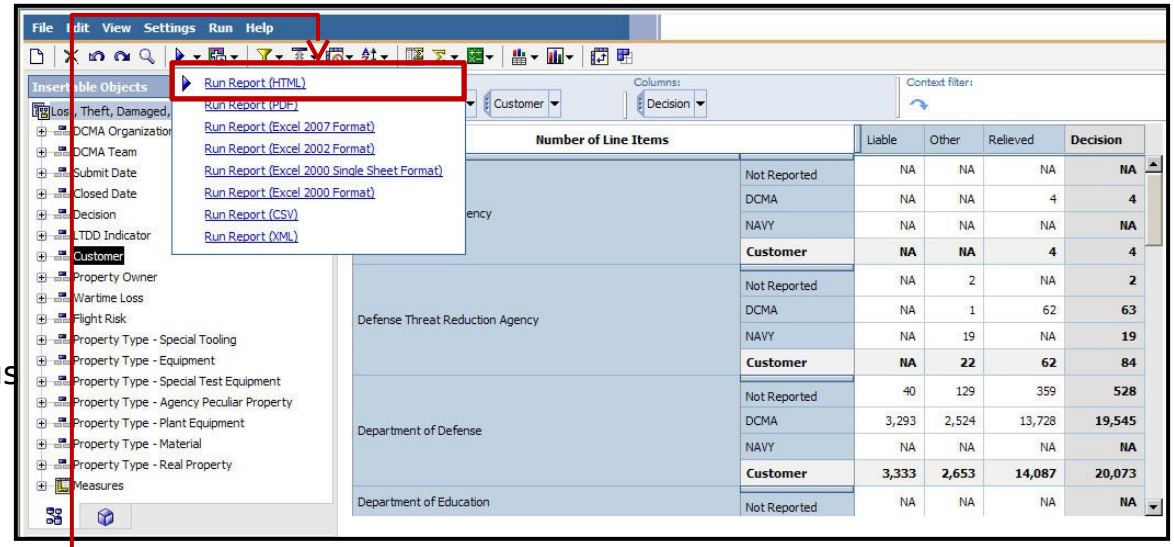
Using the Run Tool

Once you have selected the data to view, you have the option to save your for review at a later time.

You can view and save your output in:

- HTML – for viewing large sets of data
- PDF – for printing
- Excel – different Excel formats are supported
- CSV – cannot export charts to CSV files
- XML – used as an input source for other applications

The following example shows you how to us the Run tool to export data.



Graphic 3.3.5.1: Using File Tool

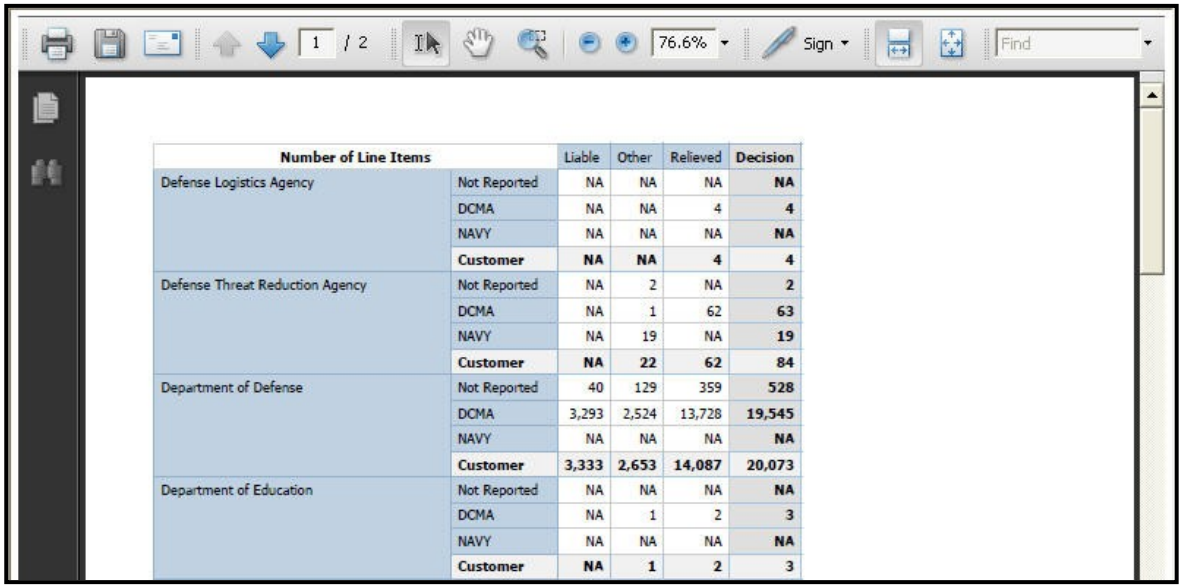
Using the Run Tool (Graphic 3.3.5.1 – 3.3.5.2)	
1.	*Click* the icon on the toolbar.
2.	*Select* the **Run Report (PDF)** menu item. • The report is displayed in PDF format (see Graphic 3.3.5.2 on next slide)

Topic Five – View Output

Using the Run Tool

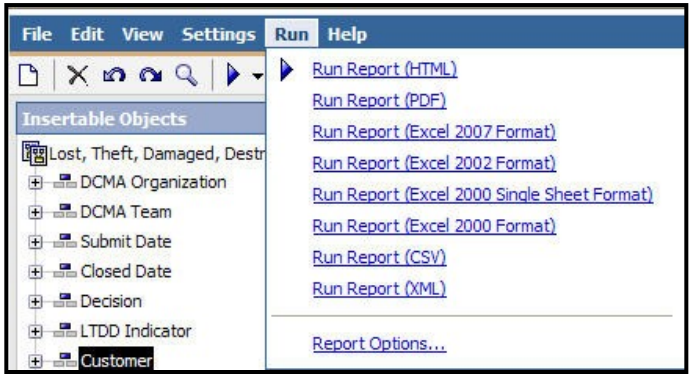
Depending on the format option you selected (HTML, PDF, Excel, CSV, or XML), the report displays (Graphic 3.3.5.2).

Selecting the **Report Options** from the Run menu (Graphic 3.3.5.3) allows brings up the Report Option page (Graphic 3.3.5.4). You can specify the report title, orientation, and page size for your report.

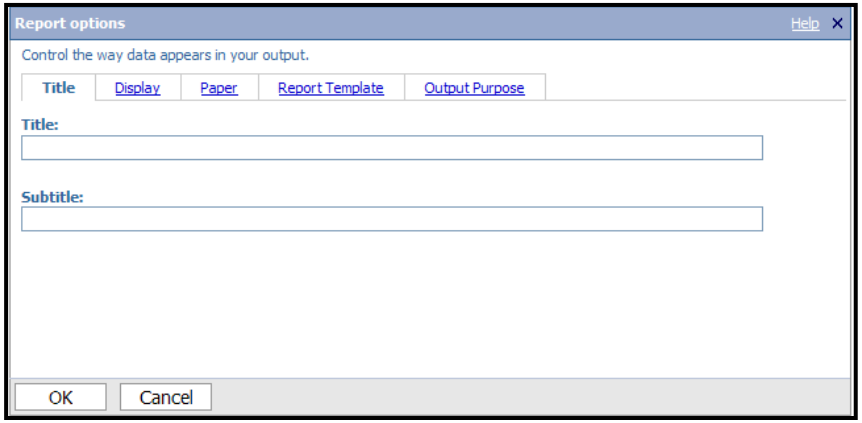


Number of Line Items		Liable	Other	Relieved	Decision
Defense Logistics Agency	Not Reported	NA	NA	NA	**NA**
	DCMA	NA	NA	4	**4**
	NAVY	NA	NA	NA	**NA**
	Customer	**NA**	**NA**	**4**	**4**
Defense Threat Reduction Agency	Not Reported	NA	2	NA	**2**
	DCMA	NA	1	62	**63**
	NAVY	NA	19	NA	**19**
	Customer	**NA**	**22**	**62**	**84**
Department of Defense	Not Reported	40	129	359	**528**
	DCMA	3,293	2,524	13,728	**19,545**
	NAVY	NA	NA	NA	**NA**
	Customer	**3,333**	**2,653**	**14,087**	**20,073**
Department of Education	Not Reported	NA	NA	NA	**NA**
	DCMA	NA	1	2	**3**
	NAVY	NA	NA	NA	**NA**
	Customer	**NA**	**1**	**2**	**3**

Graphic 3.3.5.2: Data Exported to PDF



Graphic 3.3.5.3: Run Menu



Graphic 3.3.5.4: Report Options